

United States Department of Agriculture  
Animal and Plant Health Inspection Service  
Plant Protection and Quarantine

# PPQ Guidelines for Emergencies



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9. Computer with Virus warning

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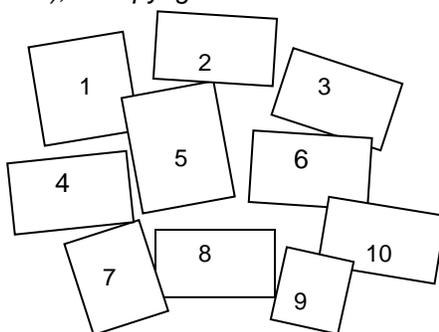
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Animal and  
Plant Health  
Inspection  
Service

Plant Protection  
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As part of the PPO Internal Communications Initiative this, PPQ Guidelines for Emergencies, project is developed to communicate the necessary and appropriate information in a consistent and standardized manner to those employees who need to take action or need to know for all emergencies.

The Emergency Communication Management Group (ECMG)\* would like to take this opportunity to acknowledge all those who made this project possible. We would like to sincerely thank all PPO employees who participated in the survey's regarding emergency communications. It is your input that became the design for this project.

### Thank you:

**Management, Support, and Editing:** PPO Executive Team, National Association of Agricultural Employees, National Association of PPQ Managers, National Plant Board, Professional Development Center, University of Hawaii at Manoa - School of Ocean and Earth Science and Technology, and Julie Yogi-Chun, Plant Health Safeguarding Specialist - Hilo, Hawaii.

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\* **ECMG:** Maurine Bell, Lynn Evans-Goldner, Deborah McPartlan, Elizabeth Pentico, Carol Russell, Scott Sanner, Gwen Servies

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# Background

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The PPQ Internal Communications Project was launched as part of an action plan developed in response to recommendations presented in the APHIS-PPQ Safeguarding Review with support from the PPQ Executive Team (PPQ ET), the National Association of Agricultural Employees (NAAE), the National Association of PPQ Managers (NAPPQM), and the National Plant Board (NPB).

The goals of the project are to improve and standardize communication methodology and ensure that PPQ staff has easy access to clear, concise and appropriate information, enabling them to respond effectively to any situation or request.

The PPQ Emergency Communication Management Group (ECMG) was formed with Maurine Bell, Elizabeth Pentico, Lynn Goldner, Scott Sanner, Gwen Servies, Deborah McPartlan, and Carol Russell to address the following recommendation:

***To develop a standard operating procedure (SOP) for emergencies to communicate the necessary and appropriate information in a consistent and standardized manner to those employees who need to take action or need to know.***

After the World Trade Center / Pentagon terrorist attacks of Sept. 11, 2001 and the catastrophic natural event of Hurricane Katrina, the ECMG's charge was expanded to cover **all** emergencies, not just those of a plant or animal health nature.

In November 2002, a Frontline Survey from Bottomline Solutions, Inc. was conducted to assess communication within PPQ. In early September 2005, the ECMG sent a survey to two thousand PPQ employees. The purpose of the ECMG survey was to gather information and observations regarding emergency preparedness. The ECMG received a response from approximately 20% of those surveyed. Survey respondents generously provided the ECMG with essential and insightful feedback. PPQ employees indicated the need for straightforward, task-specific guidance, and training to facilitate effective and adaptive responses to emergencies.

# Getting Started

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**This is your manual.** Your supervisor will present you with the manual and Emergency Job Aid card for your review, then

- schedule a meeting with you, either individually or in a group with other PPQ employees,
- discuss the guidelines manual and Emergency Job Aid card with each other, and
- fill out the Emergency Job Aid card together.

## You should

- Use the manual as a resource regarding Emergency Classification and Response, Safety, Animal and Plant Health Emergencies, Resources (electronic resources), Communication Flowchart, Emergency Notification Tables, and an Emergency Assessment Form.
- Use the .pdf presentation on the enclosed CD as a learning tool. Notes within the slide presentation will provide additional information regarding emergency guidelines.
- Discuss the scenarios provided with your supervisor, and other PPQ employees in your work location, if applicable. *Situations will differ with locale. Every situation is unique, requiring locality specifications and procedures regarding the emergency. The purpose of the scenarios is to discuss what you would do in a given situation in your work area when an emergency occurs. The PPQ Emergency Job Aid card has been provided to use as a guide to help give direction, and to help the supervisor provide direction. This is not meant to address every emergency. Consider other possibilities and adaptations.*
- Discuss unique local needs and situations, as well as procedures to ensure inter-agency communication, awareness, and response coordination.

If you have questions, feel free to contact a member of the Emergency Communications Management Group.

## PPQ Emergency Communications Management Group (ECMG)

### Contact Information

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# Introduction

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The PPQ Emergency Job Aid (EJA) was created in response to an articulated need from employees to increase their confidence and ability to respond to an emergency situation. Confidence and ability come with knowledge and practice. The job aid is meant to be a tool to assist employees in gathering the basic knowledge needed to respond to emergencies in their unique work environment. Once that knowledge is developed, ability can be enhanced by drill and repetition. It is important to understand this EJA is not a passive learning tool. It is designed to initiate a dialogue between employees and supervisors about the risks and emergency responses related to their duty station. It includes a set of generic responses developed by various emergency preparedness organizations and requires a review of those responses to determine how they will be applied by the employee. The generic responses provided in the following text are a starting point for a conversation with your supervisor. That conversation will provide definition to your emergency responses and the basic resources you need to function in an emergency.

In addition to safeguarding personal well being, employees have a responsibility to continue to provide essential agency services and to protect agency resources in an emergency. During emergencies it is critical to maintain communication within a chain of command to provide status information and receive resource information. As you go through this job aid it will help you identify your role in protecting agency resources (personnel and property) in an emergency.

This is **your** Emergency Job Aid. It belongs to you and is specific to you. Its value to you will be defined by the seriousness with which you go through the process of filling it out. That process is formatted to be dynamic. It requires you to become familiar with your physical surroundings; evaluate local resources; understand site emergency plans; identify your role in maintaining critical agency services; recognize your expectations and those of your supervisor regarding your roles in an emergency; and take steps to safeguard your own well-being.

# Emergencies and Responses

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## Contents

What is an Emergency?  
Animal/ Health Emergencies  
Emergency Responses  
Your Role in an Emergency  
Additional Resources

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## What is an Emergency?

An emergency could be defined as an unexpected situation calling for *prompt action*. Emergencies may arise from a catastrophic event or they may evolve more slowly over time, eventually passing some threshold that gives them emergency status. An emergency may be life threatening or it may threaten the economic stability of an area or industry. Emergencies generally fall within the following categories:

- ▲ **Physical (Hazard) Emergency:** An emergency that arises from the physical environment in which we work that causes harm to humans or damage to property. Examples: Chemical leak or exposure, radiation leak or exposure, human pathogen exposure, fire, structural damage/hazard, explosion.
- ▲ **Natural Disaster Emergency:** An emergency that arises from a natural (Earth) occurrence which has potential to cause harm to humans or damage to property. Examples: Earthquake, flood, hurricane, tornado, pandemic, blizzard.
- ▲ **Technological Emergency:** An emergency caused by disruption in required technological (electrical/electronic/computer) services, that may cause damage or otherwise result in the inability to perform essential agency functions. Examples: Power outage or surge, computer virus.
- ▲ **Security Emergency:** An emergency that arises from a breach (intentional in security policies, protocols, or practices) which may cause harm to humans, damage to property, or result in the inability to perform essential agency functions. Examples: Terrorist attack - local/national, intentional computer virus disruption, workplace violence.

For PPQ employees there is this special category:

- ▲ **Agricultural Emergency:** An emergency that arises from an animal or plant health threat to the agricultural community, caused by the dissemination or potential dissemination of a disease or pest.
  - Animal Health Emergency: Examples: BSE, END, or FMD outbreak
  - Plant Health Emergency: Examples: Mediterranean Fruit Fly Infestation, Citrus Canker outbreak, Plum Pox Virus outbreak

When is a situation an emergency? Ask the following questions to help you and those in your chain of command determine the status of the event you are facing.

- ▲ Is the situation life threatening?
- ▲ Is the situation a threat to national security?
- ▲ Is the situation likely to result in a foreign pest or disease outbreak?
- ▲ Is the situation likely to result in significant loss of government property?

- ▲ Is the situation likely to result in negative political perception?

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## Animal/ Plant Health Emergencies

An animal and plant health emergency is a type of emergency on which you have already been given training on how to respond. PPQ training, starting with Basic Agricultural Safeguarding Training, and continuing throughout your career, deals with responding to varying degrees of agricultural risk to safeguard our nation from agricultural pests. PPQ employees have access to the Emergency Programs Manual online as well as supplemental information provided by the Center for Plant Health Science and Technology (CPHST) such as New Pest Response Guidelines for many invasive species. As a first responder to an agricultural emergency, PPQ employees are well grounded in basic safeguarding principles and procedures and have agency resources to guide them. Following PPQ policy and procedure should provide the response necessary for this emergency so this topic will not be dealt with in much detail in the Emergency Job Aid.

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## Emergency Responses

The sources and kinds of emergencies are diverse but the one thing they all require is a prompt response. More important than understanding the classifications of emergencies is understanding the protective actions to take when faced with one. A protective action can be as simple as getting away from a threat or as complex as requiring an organized evacuation. A generalized discussion of emergency responses is presented here and will be covered in more detail later in the manual.

The simplest protective act is to provide a barrier between yourself and the event that threatens you. Often this means just leaving the immediate area as you would do if you saw a suspect bomb or someone was threatening you with a gun. Your ability to remain calm in an immediately life threatening situation may save your life and the lives of others.

Another well used protective response is to evacuate. An evacuation is the organized movement of people out of a threatened area. The more organized, well timed and effectively supervised this movement is, the more protection it will provide to the evacuees. Evacuations can be short- or long-term in duration depending on the reason. Facility systems failures, which normally are repaired in a few hours, may result in short-term evacuations. Nuclear contamination may require lifetimes before the area is fit for human re-entry. The level of preparedness to evacuate is often a critical element in reducing the impact it can have on people's lives.

A shelter-in-place protective response is the process of staying where you are and taking shelter, rather than trying to evacuate. This may be the best response when there is a possible tornado or external chemical threat. There are guidelines for shelter-in-place kits that provide for food, water,

communication requirements and materials needed to make an indoor space secure from the outside environment.

Emergencies may occur that are not life threatening but present a substantial risk to agency property. This type of emergency will require you to protect government property.

Regardless of the type of response required, your ability to take protective action will depend on how well you understand these responses as they relate to your location and how well you have prepared for them. It is intended that the process of completing this Emergency Job Aid will increase your understanding and provide you information of how better to prepare for an emergency.

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## Your Role in an Emergency

It is your responsibility as a USDA APHIS PPQ employee to respond to agency emergencies. APHIS also has emergency response responsibilities in certain national emergencies. Much of your role as a PPQ employee is addressed in program manuals and in the Incident Command System (ICS) training mandated for everyone. This job aid defines your role in emergency response at a much more basic field level.

Your role in an emergency will be defined by the type of emergency and the point in time at which you become involved.

If you are the first person at the scene of an emergency, you are the first responder and are expected to remain in charge of the situation until someone else replaces you. If the emergency is a car accident you would probably be replaced by police or fire department personnel. If the emergency is a natural disaster your role may be to secure agency personnel (including yourself) and property and notify your chain of command of the status of your location. No matter what action you must take, you will be more confident in the response you provide if you have taken the time to understand and learn the basic responses and how you will effect them in your current situation.

# Safety

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The **PPQ Guidelines for Emergencies** manual and the PPQ Emergency Job Aid card are not intended to be an all-encompassing safety plan. Pertinent website URLs that provide more information on broader safety issues are included under the “Resource” tab.

The scope of this project is to provide broad guidelines and to promote discussion on safety issues in the work place. **The PPQ Guidelines for Emergencies** manual is an overview of what is expected of an employee faced with an emergency situation.

The PPQ Emergency Job Aid card is a tangible guide the PPQ employee will use for reference in an emergency situation. Most importantly, it provides contact numbers of who to call and report to in an emergency.

For more information on safety, please refer to the following listing which is also under the tab for Resources.

[http://www.aphis.usda.gov/mrpbs/safety\\_security\\_manual.html](http://www.aphis.usda.gov/mrpbs/safety_security_manual.html)

APHIS Safety and Health Manual

[http://www.aphis.usda.gov/mrpbs/safety\\_security\\_library.html](http://www.aphis.usda.gov/mrpbs/safety_security_library.html)

APHIS Safety and Health Library

# Introduction to the Emergency Job Aid

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## Contents

- Purpose of the EJA
- Users of the EJA
- The Process to Complete an EJA
- Documents That Relate to the EJA
- How to Report Problems with the EJA
- Beginning

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## Purpose of the EJA

The PPQ Emergency Job Aid is a personal reference to be carried by an employee as a readily accessible resource in an emergency.

The EJA is a guide to assist individual employees prepare for an emergency response. It is meant to empower employees to become aware and informed of their resources before an emergency occurs. The EJA requires that employees and supervisors communicate about emergency planning and that together they determine their actions and responsibilities. Emergencies can be natural or man-made, they can be life threatening, or they may critically impede commerce; they can be responded to by a few or require large incident command structures. The common factor is that they require a prompt response . Improved communication and better understanding of emergency responses create a safer and more confident work force able to meet needs for their personal safety, to maintain critical agency functions, and to enhance national security in an emergency.

The PPQ Emergency Job Aid is meant to be updated as your working environment changes. If local working conditions change significantly or you move to a new duty location you will need to fill out a new job aid with your supervisor.

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## Users of the EJA

The EJA is intended to be used by PPQ personnel in all programs and at all locations.

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## The Process to Complete an EJA

The process of filling out an EJA is to take place as a dialogue between and employee and their supervisor. The job aid itself is an accordion-folded card with 11 panes of information. Each pane has a corresponding notes page in this section of the manual that contains explanations, examples, and supplemental

information resources. The notes page should also provide you with tips and direction for filling in the blank areas of panes.

Your supervisor will schedule time with you to sit down and go through the job aid and manual. This can be done individually or in small groups. As you work through the aid, you will fill in the blanks with emergency response information that is unique to you and the locality and facility in which you work. It is possible that questions may arise during this process that cannot be answered immediately. Unanswerable questions should be forwarded by your supervisor to regional or program safety staff as appropriate.

The responses outlined in the job aid are generic, what makes them unique is the information you provide. For example: **Pane 9 – First Aid Basics** contains a blank labeled '**MSDS Location: \_\_\_\_\_**'. The text supporting Pane 9 will explain that MSDS is an acronym for material safety data sheets. All chemicals on the premises (including some cleaning products) require MSDS to be available in a format and location accessible and known to all employees. Important information about product toxicity and medical treatment for exposure is a generic emergency preparedness requirement. Below are two examples of that entry filled in by employees in two different work units.

- ▲ **MSDS Location: Lab – shelf above microscopes – clipboard**
- ▲ **MSDS Location: Conf. Rm.- Bookcase – Top Shelf – Orange Binder**

It is important that you and your supervisor converse about each entry on the job aid and that you understand how the required information prepares you to respond to emergency situations.

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## Documents that relate to the EJA

A list of supplemental resource information will be provided in this manual to assist employees and supervisors in increasing their knowledge on a given subject. This is listed on the corresponding notes page for each pane behind PPQ Emergency Job Aid located in this section. Also, a list of resources is provided under the tab Resources.

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## How to Report Problems with the EJA

Table: Reporting problems with the EJA

IF you:	Then:
Have a suggestion for improving the content of the EJA	Contact any member of the PPQ Emergency Communications Management Group (ECMG). Information is located in the front section of the manual.
Have identified a problem with the content of the EJA	

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## Beginning

You should begin filling in your PPQ Emergency Job Aid card now.

- ⤴ Go to Pane 1 and put your name in the blank following **This aid belongs to:**
- ⤴ Then put your supervisor's name in the blank following **My immediate supervisor is:**

That is the first step in making the job aid your resource.

**SAMPLE of PPQ Emergency Job Aid**  
**Pane 1**



**PPQ Emergency Job Aid**  
**Guidelines for Emergencies**

This guide is meant to assist employees in understanding emergency procedures, identifying local emergency services and providing an individual resource.

This aid belongs to: \_\_\_\_\_

My immediate supervisor is: \_\_\_\_\_

**Pane 2**  
**THREAT/ EMERGENCY**

If there is:	And:	And the incident involves:	Then:
An <b>immediate</b> threat to life	You're <b>capable</b> of getting yourself and/or others to safety	→	1. MOVE quickly to a safe location 2. ALERT 911 3. CONTACT other impacted individuals 4. NOTIFY Chain of Command (COC)
	You're <b>incapable</b> of getting yourself and/or others to safety	→	1. REMAIN calm 2. TAKE the first opportunity to escape 3. NOTIFY COC
No immediate threat to life	It's necessary to evacuate (for example, a bomb threat, inclement weather, or storm watch)	→	1. NOTIFY COC 2. ESTABLISH evacuation procedures 3. DETERMINE what emergency supplies are needed
		A power outage or computer security breach	1. SECURE area as necessary. 2. NOTIFY COC 3. AWAIT further instructions
		Risk to plant or animal health	1. SAFEGUARD 2. NOTIFY COC 3. ASSESS risk 4. REMAIN on site until authorized to leave
	It's <b>unnecessary</b> to evacuate or there is an on-site shelter available	A radiation leak, a chemical spill, or terrorism	1. MOVE quickly to a shelter 2. DETERMINE what emergency supplies are needed 3. SECURE shelter as appropriate 4. NOTIFY COC

**When determining the severity/ significance of an event, ask the following questions:**

- Is the situation life threatening?
- Is the situation a threat to national security?
- Is the situation likely to result in foreign pest or disease outbreak?
- Is the situation likely to result in significant loss of government property?
- Is the situation likely to result in negative political perception?

**Pane 3**  
**CONTACTS**

**First call: 911, if necessary**

Chain of Command (COC): 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_

Co-located agencies: \_\_\_\_\_  
 Facility Security: \_\_\_\_\_  
 Local Police: \_\_\_\_\_  
 Local Fire Department: \_\_\_\_\_  
 CDC: \_\_\_\_\_  
 Poison Control Center: \_\_\_\_\_  
 Others: \_\_\_\_\_

**Pane 4**  
**FACILITY EMERGENCY EVACUATION (fire, bomb, flooding)**

Roll Call Area (Muster Point): \_\_\_\_\_  
 Who accounts for personnel? \_\_\_\_\_  
 Alternate: \_\_\_\_\_  
 How will personnel be accounted for? \_\_\_\_\_  
 Who declares all clear? \_\_\_\_\_  
 How? \_\_\_\_\_  
 Who brings emergency supplies/ first aid kits? \_\_\_\_\_  
 Location of emergency supplies/ first aid kits: \_\_\_\_\_  
 Special Needs, your locale: \_\_\_\_\_

**NEVER USE ELEVATORS IN EVACUATION**

DATE OF LAST DRILL: \_\_\_\_\_

**Pane 5**  
**SHELTER-IN-PLACE (EMERGENCY – REMAIN ON SITE)**  
 (Example: Tornado, Lock-Down, Radioactivity, Anthrax)

Interior Room Location: \_\_\_\_\_  
 Who brings shelter-in-place kits? \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Is it necessary to secure ventilation? \_\_\_\_\_  
 Contact facility security (e.g. maintenance, GSA, security) \_\_\_\_\_

**REMAIN INSIDE**

Who contacts off-site employees? \_\_\_\_\_  
 Special needs: \_\_\_\_\_  
 Location of phone list: \_\_\_\_\_  
 Who declares when it is safe to return? \_\_\_\_\_  
 How would this be determined? \_\_\_\_\_

**Pane 6**  
**LONG-TERM EVACUATION** (ex. significant structural damage, impending hurricane damage, or earthquake damage)

Alternate Work Site: \_\_\_\_\_  
 Continuity of Operation Plan- COOP (location): \_\_\_\_\_  
 Location Emergency Supplies: \_\_\_\_\_  
 Headquarters Contact: \_\_\_\_\_  
 Who accounts for personnel? \_\_\_\_\_  
 How are they accounted for? (e.g. telephone call, roll call, etc.) \_\_\_\_\_  
 Special needs: \_\_\_\_\_  
 Secure Facility Equipment: \_\_\_\_\_

**Pane 7**

**TERRORISM/ WORK PLACE VIOLENCE/ CIVIL DISTURBANCE**

**Contact 911 or**

**Facility Security and Facility Occupants, if possible**

If confronted, personally:

Stay calm

Maintain eye contact

Stall for time

Keep talking

Don't risk harm to yourself

Never try to grab a weapon

Watch for chance to escape

If you are able to leave facility, once in a safe location, contact your Chain of Command (COC):

\_\_\_\_\_

If not confronted personally, then what is expected? Contact your COC:

\_\_\_\_\_

**Pane 8**

**BOMB THREAT CHECKLIST**

**NEVER USE CELL PHONES OR RADIOS**

**Alert 911, Chain of Command (COC) and Facility Occupants, if possible.**

**Follow local Bomb Threat Procedures, if applicable; otherwise, follow COC directions:**

**If called, record:** 1) Time of call, 2) exact words, 3) callers voice characteristics and, 4) background noise

**Ask the following questions:**

When is the bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

Where are you calling from?

What is your address?

What is your name?

**Pane 9**

**FIRST AID BASICS**

Call 911, OR

1. Call Local First Aid Responder (number): \_\_\_\_\_
2. Secure Area
3. Is victim conscious?
  - a. If conscious, remain calm, assess situation, wait for help,
  - b. If unconscious, remain calm, check pulse and respiration; wait for help.

The following steps are to be performed by trained or certified personnel:

4. Conduct CPR
5. Treat for shock
6. Other first aid services

Closest Hospital: \_\_\_\_\_

MSDS Location: \_\_\_\_\_

If chemical exposure, see Material Data Safety Sheet (MSDS) if possible, AND provide information about probable cause (chemicals used) to emergency responders.

**Pane 10**

**UNIQUE LOCALITY SPECIFICATIONS AND PROCEDURES FOR EMERGENCIES**

and,  
Do you have someone who requires special assistance? \_\_\_\_\_  
Who? \_\_\_\_\_

**Pane 11**

**PERSONAL INFORMATION (Optional)**

In Case of Emergency (ICE), call: \_\_\_\_\_

Blood Type: \_\_\_\_\_

Allergies: \_\_\_\_\_

Dependents: \_\_\_\_\_

\_\_\_\_\_

Emergency #'s: \_\_\_\_\_

Name and Number: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Contact lenses: (Do I wear contact lenses?) Yes or No \_\_\_\_\_

# **PPQ Emergency Job Aid Guidelines for Emergencies**

# PPQ Guidelines for Emergencies

Pane 1



## PPQ Emergency Job Aid Guidelines for Emergencies

This guide is meant to assist employees in understanding emergency procedures, identifying local emergency services and providing an individual resource.

This aid belongs to: \_\_\_\_\_

My immediate supervisor is: \_\_\_\_\_

## Pane 1

# PPQ EMERGENCY JOB AID GUIDELINES FOR EMERGENCIES

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This guide is meant to assist employees in understanding emergency procedures, identifying local emergency services, and providing an individual resource.

This aid belongs to: \_\_\_\_\_

My immediate supervisor is: \_\_\_\_\_

**This section of the emergency job aid may seem very simple and self explanatory, but it is much more than just a place to record your name and the name of your supervisor!**

It is the start of a process where by you will “own” the information that is contained in the job aid. This is **your** emergency job aid. It belongs to you and is specific to you.

The most important thing you can do to protect yourself, your coworkers, agency services, and agency resources during an emergency situation is to *prepare* by participating in a dynamic process of

- evaluating available information pertaining to your work situation,
- identifying and correcting information gaps,
- familiarizing yourself with your surrounding, and t
- taking time to review this emergency preparedness information with your supervisor and coworkers,

you are empowered to actively manage emergencies which may occur quickly and without warning.

Take time *now* to educate yourself about emergency preparedness procedures that may impact you, your family, friends, co-workers, work location, community, and agency business. Make time to fill out the PPQ Emergency Job Aid in conjunction with your supervisor. Learn what to do before, during, and after an emergency.

# PPQ Guidelines for Emergencies



## Pane 2

### THREAT/ EMERGENCY

If there is:	And:	And the incident involves:	Then:
An <b>immediate</b> threat to life	You're <b>capable</b> of getting yourself and/or others to safety		<ol style="list-style-type: none"> <li>1. MOVE quickly to a safe location</li> <li>2. ALERT 911</li> <li>3. CONTACT other impacted individuals</li> <li>4. NOTIFY Chain of Command (COC)</li> </ol>
	You're <b>incapable</b> of getting yourself and/or others to safety		<ol style="list-style-type: none"> <li>1. REMAIN calm</li> <li>2. TAKE the first opportunity to escape</li> <li>3. NOTIFY COC</li> </ol>
No immediate threat to life	It's <b>necessary</b> to evacuate (for example, a bomb threat, inclement weather, or storm watch)		<ol style="list-style-type: none"> <li>1. NOTIFY COC</li> <li>2. ESTABLISH evacuation procedures</li> <li>3. DETERMINE what emergency supplies are needed</li> </ol>
		A power outage or computer security breach	<ol style="list-style-type: none"> <li>1. SECURE area as necessary.</li> <li>2. NOTIFY COC</li> <li>3. AWAIT further instructions</li> </ol>
	It's <b>unnecessary</b> to evacuate or there is an on-site shelter available	Risk to plant or animal health	<ol style="list-style-type: none"> <li>1. SAFEGUARD</li> <li>2. NOTIFY COC</li> <li>3. ASSESS risk</li> <li>4. REMAIN on site until authorized to leave</li> </ol>
		A radiation leak, a chemical spill, or terrorism	<ol style="list-style-type: none"> <li>1. MOVE quickly to a shelter</li> <li>2. DETERMINE what emergency supplies are needed</li> <li>3. SECURE shelter as appropriate</li> <li>4. NOTIFY COC</li> </ol>

**When determining the severity/ significance of an event, ask the following questions:**

Is the situation life threatening?

Is the situation a threat to national security?

Is the situation likely to result in foreign pest or disease outbreak?

Is the situation likely to result in significant loss of government property?

Is the situation likely to result in negative political perception?

## Pane 2

### Threat/ Emergency Decision Table

---

An emergency can occur quickly and without warning or can slowly develop over time. When confronted with an emergency we automatically and instantaneously begin to assess the risk or threat of the situation. As APHIS employees, the term “emergency” also triggers thought of situations that are the heart of our mission – to protect American agriculture. As we have come to learn, following disasters such as hurricane Katrina, all APHIS employees play a critical role in handling potential emergency response programs not directly related to plants and animals.

When determining the severity/significance of an event, consider the following which might not immediately come to mind as “emergency” situations. APHIS is just as vulnerable to the effects of emergencies as are the people that are employed by APHIS.

The sky turns dark. Is a funnel cloud visible from the window or is a strong storm forecasted for later in the day?

Loud noise is coming from the employee lunch room. Did someone spill a cup of coffee on the lounge floor (potential slip hazard) or is a visibly angry person shouting and pointing a weapon at co-workers?

Your computer seems to be very slow and keeps “locking up” while you try to work in an agency critical database. You recall that earlier you received what you thought was a legitimate email message with an attachment.

A homeowner found your name on the APHIS website and called to report “a bug”. The bug crawled out of the trunk of a purchased decorative craft item.

There are some examples of basic steps that you can take to protect the agency mission and government property.

- Prepare backups of critical computer files and records.
- Have an evacuation plan in place to evacuate staff and customers/cooperators and test this plan regularly.
- Identify critical “business” functions that absolutely must continue.
- Design and implement processes to ensure that critical functions carry on.

These procedures are not just for Headquarters and Regional Offices. The same “good business practices” should be implemented for your own projects, and your workplace, including the computer and files for your area of responsibility. Similarly, implementing “good business practices” at home will also ensure that your critical documents, insurance policies, photographs, passports, medical information, etc. are available when you need them.

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The Threat/ Emergency Decision Table is meant to trigger a rapid thought process to help you “assess risk” and respond appropriately. Your response will depend on both the immediacy and the magnitude of the situation at hand. Read through the Threat/ Emergency situations outlined on the Decision Table and think about what you would do in these situations. What procedures should be followed in your work location? What would you do if you were away from the office? Discuss this Decision Table with your co-workers and your supervisor. Remember – others may have thought of a situation and solution that complements what you have already learned.

For more information on topics related to threats and emergencies consult the following websites:

<http://www.ncep.noaa.gov/nationalmaps/>

National Weather Forecast Maps

<http://ask.usgs.gov/>

US Geological Survey –real time water data, volcanoes, landslides, etc.

<http://www.bt.cdc.gov/disasters/index.asp>

CDC – Natural Disasters and Severe Weather

<http://hurricane.accuweather.com/hurricane>

General hurricane information

<http://www.nws.noaa.gov/om/brochures/ttl.pdf>

Tornado and thunderstorm preparedness guide

<http://www.nws.noaa.gov/>

Tornado and thunderstorm information

[http://www.aphis.usda.gov/ppq/manuals/emergency/emer\\_index.html](http://www.aphis.usda.gov/ppq/manuals/emergency/emer_index.html)

PPQ Emergency Program Manuals



# PPQ Guidelines for Emergencies

## Pane 3

### CONTACTS

**First call: 911, if necessary**

Chain of Command (COC): 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

Co-located agencies: \_\_\_\_\_

Facility Security: \_\_\_\_\_

Local Police: \_\_\_\_\_

Local Fire Department: \_\_\_\_\_

CDC: \_\_\_\_\_

Poison Control Center: \_\_\_\_\_

Others: \_\_\_\_\_

## Pane 3

### Contacts

---

All APHIS employees play critical roles in ensuring our success in handling the various emergency response programs that have increasingly become part of our agency's mission in recent years. Emergency communication is a key element.



**No matter what the type of emergency, effective communication is essential!**

Learn your Chain of Command (COC) and fill in contact information for your supervisor PLUS others in your COC. Learn and fill in specific contact numbers for your work location. Research and write down local emergency responder numbers – police, fire, CDC, poison control. When an emergency situation arises it is much easier to refer to your EJA than to search through the phone book. Write down the numbers so you do not “blank out” in an emergency situation.

This exercise is critical for all employees and especially those that are new to APHIS or those who have transferred to a new job or duty station.

Other **CONTACTS** that may be listed:

- APHIS Safety and Health Employees Wellness Branch (SHEWB)
- Municipal Emergency Number (if applicable)
- Local Radio Station
- State Veterinarian
- State Plant Regulatory Official
- Customs and Border Protection (CBP)

Also refer to these informative websites:

[http://inside.aphis.usda.gov/er\\_manual/index.html](http://inside.aphis.usda.gov/er_manual/index.html)

**MRPBS Emergency Response Manual**

<http://www.bt.cdc.gov/contactus.asp>

**CDC emergency contact phone numbers**

[http://disasterfinder.gsfc.nasa.gov/Organizations/State Offices of Emergency Services/](http://disasterfinder.gsfc.nasa.gov/Organizations/State_Offices_of_Emergency_Services/)

**Contains links to state offices of emergency services**



# PPQ Guidelines for Emergencies

## Pane 4

### **FACILITY EMERGENCY EVACUATION (fire, bomb, flooding)**

Roll Call Area (Muster Point): \_\_\_\_\_

Who accounts for personnel? \_\_\_\_\_

Alternate: \_\_\_\_\_

How will personnel be accounted for? \_\_\_\_\_

Who declares all clear? \_\_\_\_\_

How? \_\_\_\_\_

Who brings emergency supplies/ first aid kits? \_\_\_\_\_

Location of emergency supplies/ first aid kits: \_\_\_\_\_

Special Needs, your locale: \_\_\_\_\_

**NEVER USE ELEVATORS IN EVACUATION**

DATE OF LAST DRILL: \_\_\_\_\_

## Pane 4

### Facility Emergency Evacuation

---

#### A Reminder for the “Basics:”

- Prepare a facility emergency evacuation plan, distribute and post it in the workplace.
- Conduct evacuation drills annually and plan evacuation needs with impaired personnel.
- Plan where to go during an evacuation and know the routes to get there.
- All facility evacuees must go to the designated emergency assembly point (EAP's) or muster point during an evacuation. EAP's are:

Open areas that are away from structures (minimum 40 feet)

Easily and safely accessible

Large enough to accommodate all facility occupants

Located away from power lines, poles, trees, gas lines, and vehicles

Accessible to emergency medical personnel (but EAP's must not obstruct

EMS access routes or block fire protection equipment such as hydrants).

- Prepare and educate your personnel about workplace safety, responsibilities, and notification during an evacuation.
- Emphasize that a facility evacuation is mandatory whenever a fire alarm sounds, and its occupants should exit immediately. After a facility has been evacuated, occupants must wait for clearance to re-enter.
- Be prepared to account for your personnel. Know how you will be accounted for and how to account for other employees as well as any visitors.
- Report the incident immediately- dial 911
- Follow instructions from emergency personnel precisely

Fire and bomb evacuations are the two most common types where facility evacuation of personnel will occur. Bomb threat evacuation should proceed in the same manner as fire drills.

For general fire information see: <http://www.firesafety.gov>

---

## Considerations for Evacuations of Personnel with Disabilities:

The first step for including employees with disabilities in emergency evacuation plans is plan development. Plan development begins with identifying accommodation needs. One of the best ways to identify accommodation needs is to ask employees whether they have limitations that might interfere with safe emergency evacuation. The Equal Employment Opportunity Commission (EEOC) recently issued guidance that discusses what information employers are allowed to gather when developing an emergency evacuation plan. See:

*Fact Sheet on Obtaining and Using Employee Medical Information as Part of Emergency Evacuation Procedures*, <http://www.eeoc.gov/facts/evacuation.html>.

---

## General Accommodations:

- ▶ Workplaces should have emergency alarms and signs showing the emergency exit routes. These alarms and signs should be accessible and maintained in proper working order.
- ▶ Supervisors should consider implementing a "buddy system" for all employees. A buddy system involves employees working in teams so they can locate and assist each other in emergencies.
- ▶ Supervisors should consider designating areas of rescue assistance. Section 4.3.11 of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) ([http://www.access-board.gov/adaag/html/adaag.htm#4.3ADA Accessibility Guidelines](http://www.access-board.gov/adaag/html/adaag.htm#4.3ADA%20Accessibility%20Guidelines)) specifically addresses areas of rescue assistance. If these areas do not have escape routes, they should have 1) an operating phone, cell-phone, TTY, and two-way radio so that emergency services can be contacted; 2) a closing door; 3) supplies that enable individuals to block smoke from entering the room from under the door; 4) a window and something to write with (lipstick, marker) or a "help" sign to alert rescuers that people are in this location; and emergency escape breathing apparatus or emergency escape respirators.
- ▶ Locate information on TTYs from Job Accommodation Network's (JAN) Searchable Online Accommodation Resource (SOAR) <http://www.jan.wvu.edu/cgi-win/OrgQuery.exe?Hea84>.
- ▶ Locate information on respirators from JAN's SOAR at <http://www.jan.wvu.edu/cgi-win/OrgQuery.exe?Sol523>.
- ▶ To evacuate individuals with motor impairments, employers should consider evacuation devices. These devices help move people with motor impairments down the stairs or across rough terrain. If evacuation devices are used, personnel should be trained to operate and maintain them.

▶ Locate information on emergency evacuation devices from JAN's SOAR at:  
<http://www.jan.wvu.edu/cgi-win/OrgQuery.exe?Sol193>.

Employers should install lighted fire strobes and other visual or vibrating alerting devices to supplement audible alarms. Lighted strobes should not exceed five flashes per second due to risk of triggering seizures in some individuals. Section 4.28 of the ADAAG (<http://www.access-board.gov/adaag/html/adaag.htm#4.28>) specifically addresses alarms.

▶ Employers should consider providing alerting devices, vibrating paging devices, wireless communicators, or two-way paging systems to alert individuals with hearing impairments of the need to evacuate.

▶ Locate information on paging devices from JAN's SOAR at  
<http://www.jan.wvu.edu/cgi-win/OrgQuery.exe?Sol493>.

▶ Locate information on alerting devices from JAN's SOAR at  
<http://www.jan.wvu.edu/cgi-win/OrgQuery.exe?Sol419>.

▶ Employers should install tactile signage and maps for employees with vision impairments. Braille signage, audible directional signage, and pedestrian systems are also available. These products may benefit other people who must navigate smoke-filled exit routes.

▶ Locate information on tactile signage from JAN's SOAR at  
<http://www.jan.wvu.edu/cgi-win/OrgQuery.exe?Sol231>.

▶ Locate information on tactile graphics and maps from JAN's SOAR at  
<http://www.jan.wvu.edu/cgi-win/OrgQuery.exe?Sol401>.

▶ Employers should consider providing alpha-numeric pagers or other communication devices to individuals with speech impairments so they can communicate with personnel in an emergency.

▶ Locate information on communication aids from JAN's SOAR at  
<http://www.jan.wvu.edu/cgi-win/OrgQuery.exe?Sol267>.



# PPQ Guidelines for Emergencies

## Pane 5

### **SHELTER-IN-PLACE (EMERGENCY – REMAIN ON SITE)**

(Example: Tornado, Lock-Down, Radioactivity, Anthrax)

Interior Room Location: \_\_\_\_\_

Who brings shelter-in-place kits? \_\_\_\_\_

Location: \_\_\_\_\_

Is it necessary to secure ventilation? \_\_\_\_\_

Contact Facility Security. (e.g. call maintenance, GSA, security)

### **REMAIN INSIDE**

Who contacts off site employees? \_\_\_\_\_

Special needs: \_\_\_\_\_

Location phone list: \_\_\_\_\_

Who declares when it is safe to return? \_\_\_\_\_

How would this be determined? \_\_\_\_\_

## Pane 5

### Shelter-In-Place

---

"Shelter in Place" is one of the basic instructions you may receive from public safety officials during an emergency. Sheltering in place offers you immediate protection for a short time in your office or home.

These guidelines may apply to any emergency or potential emergency caused by natural disasters, radiological, chemical, or biological incidents, terrorist threats, and other crisis situations where the safest course of action for an employee would be to remain inside a facility until an all-clear signal has been given. In some situations, you may be asked to remain at your workstation, and in others, to relocate to a pre-determined location, according to your worksite emergency plans.

---

### Some Key Points to Keep in Mind:

- Learn about any warning sirens where you live and work. Your local emergency planning committee or office of emergency services can give you information about the sirens, such as when they are tested and for how long.
- Prepare a shelter-in-place kit appropriate for the type(s) of emergencies that could occur near you. Check the kit every six months to make sure all the supplies are still there and that they are fresh. The kit should contain:
  1. Duct tape for sealing cracks around doors and windows; plastic (preferably, precut to size) to cover windows;
  2. A battery-operated AM/FM radio;
  3. Flashlight with fresh batteries;
  4. Bottled water;
  5. Towels (dampen them and place under any openings in doorways);
  6. Candles and matches; (use may not be applicable to all emergency situations)
  7. First-aid kit, medicine, and other items essential for your survival.

The room used as a shelter should have a telephone, although you should use it only for emergency calls. If you use it otherwise, you may be taking up a line needed by emergency response officials.

- Find out which radio, television and cable systems in your area broadcast emergency information.
- Become CPR and first-aid certified.
- For a place to shelter, select a room that has few or no windows.
- Make sure all employees know what to do in an emergency, whether they are at home, school, work or outdoors.
- Review your plan periodically and conduct drills.

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## During an Emergency:

- If you are outdoors, go inside immediately to the room chosen as a shelter.
- Never attempt to leave to pick up children or other family members – they will likely be sheltering in place wherever they are located.
- Shut off heating, cooling, and ventilating systems/fans that draw in air from the outside. Close any vents. If you have a fireplace, close the damper.
- Shut and lock doors and windows. Locking makes a better seal.
- Cover any windows with plastic sheeting. Seal cracks around the door and windows with duct tape. Tape cracks and other openings such as electrical outlets and cable television outlets for extra protection.
- Turn on a radio or television to a local station that broadcasts emergency information. Stay tuned until the "all clear" message is broadcast.
- Unless you have an emergency in your shelter, stay off the phones, including personal cell phones. It is critical to keep lines open for fire, police, medical and other responders, for people reporting emergencies to 911, and for other official communications.
- Account for your employees.
- Prepare to evacuate if ordered to do so by public safety officials. Evacuation instructions will be announced over the emergency broadcast system.

---

## After an Emergency:

When you hear the "all clear" message over the emergency broadcast system:

- Open doors and windows.
- Turn on your heating/cooling system to ventilate the building.
- Go outside.

## USEFUL WEBSITES AND CONTACT INFORMATION:

OPM Emergency Preparedness Guide:

<http://www.opm.gov/emergency/index.asp#employee>

Red Cross Instructions on How to Shelter in Place

<http://redcross.org/services/disaster/beprepared/shelterinplace.html>

Emergency Disinfection of Drinking Water

<http://www.epa.gov/OGWDW/faq/emerg.html>

DHS Site for Emergency Preparedness

<http://www.ready.gov/>



# PPQ Guidelines for Emergencies

## Pane 6

**LONG-TERM EVACUATION** (ex. significant structural damage, impending hurricane damage, or earthquake damage)

Alternate Work Site: \_\_\_\_\_

Continuity of Operation Plan- COOP (location):  
\_\_\_\_\_

Location Emergency Supplies: \_\_\_\_\_

Headquarters Contact: \_\_\_\_\_

Who accounts for personnel? \_\_\_\_\_

How are they accounted for? (e.g. phone call, roll call, etc.)  
\_\_\_\_\_

Special needs: \_\_\_\_\_

Secure Facility Equipment: \_\_\_\_\_

## Pane 6

### Long-Term Evacuation Procedures

---

These guidelines apply to any emergency or potential emergency caused by natural disasters, chemical, radiological, or biological incidents, terrorist threats, and other crisis situations where the safest course of action for an employee would be to evacuate the workplace and relocate to a pre-determined location, according to your emergency plans and the direction of public safety officials.

---

#### A Reminder for the “Basics:”

- Prepare a facility emergency evacuation plan, distribute and post it in the workplace.
  - Conduct evacuation drills annually and plan evacuation needs with disabled personnel. See Emergency Job Aid on **FACILITY EVACUATIONS**.
  - Plan where to go during an evacuation and know the routes to get there. All facility evacuees must go to the designated emergency assembly point (EAP's) or muster point during an evacuation. High-rise facilities should have Emergency Assembly Points for both inside and outside the facility.
  - Prepare and educate your personnel about workplace safety, responsibilities, and notification during an evacuation.
  - Be prepared to account for your personnel. Know how to be accounted for and/or account for your other employees as well as visitors.
  - Report the incident immediately- dial 911
1. Management personnel first on the scene must decide whether immediate evacuation is necessary or not. This decision can be made independently, in consultation with other public safety officers or law enforcement, by information received at the scene (emergency broadcast system), or through the facility emergency coordinator or floor monitors.
  2. Immediately designate the area to be evacuated.
  3. Never use elevators during an emergency evacuation
  4. The evacuation will require a door-to-door check of the facility to verify that everyone has exited.
  5. Move all evacuees to a staging area, and begin a census, to establish that the evacuation is complete.
  6. Follow instructions from emergency personnel in order to relocate to a long term/off-site evacuation area/facility. NEVER leave the area until directed to do so by public safety officials, law enforcement, or your supervisor.

---

#### Evacuation of the Physically Impaired

In the event that physically impaired individuals are involved in an evacuation effort, the Supervisor or his/her designee at the facility, coordinates with floor safety monitor personnel and facility emergency coordinator, will make every attempt to lead them to safety.

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## What Materials Should Each Supervisor Have With Them?

1. Roster of employees
2. Important telephone numbers (In addition to Emergency numbers):
  - Floor Monitor cell phone \_\_\_\_\_
  - Facility Emergency Coordinator cell phone \_\_\_\_\_
  - Regional Office \_\_\_\_\_

**For more information refer to:**

<http://www.fema.gov/areyouready/>

Comprehensive source on individual, family and community preparedness

<http://www.nsa.naples.navy.mil/disasterprep/familyplan.html>

Information on disaster preparedness

[http://inside.aphis.usda.gov/er\\_manual/index.html](http://inside.aphis.usda.gov/er_manual/index.html)

MRPBS Emergency Response Manual



# PPQ Guidelines for Emergencies

## Pane 7

### **TERRORISM/ WORK PLACE VIOLENCE/ CIVIL DISTURBANCE**

**Contact 911 or  
Facility Security and Facility Occupants, if possible**

If confronted, personally:

- Stay calm
- Maintain eye contact
- Stall for time
- Keep talking
- Never risk harm to yourself
- Never try to grab a weapon
- Watch for chance to escape

If you are able to leave facility, once in a safe location,  
contact your Chain of Command: \_\_\_\_\_

If not confronted personally, then what is expected? Contact your COC:  
\_\_\_\_\_

## [Pane 7](#)

### **Terrorism/ Work Place Violence/ Civil Disturbance**

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#### **Terrorism: What You Can Do to Prepare for Bioterrorism**

The CDC and the American Red Cross have teamed up to answer questions and provide advice on steps you can take to prepare yourself and your loved ones in the event of a bioterrorist attack. For preparedness information and guidelines, please see [Preparedness Today: What You Need to Do \(http://www.redcross.org/preparedness/cdc\\_english/CDC.asp\)](http://www.redcross.org/preparedness/cdc_english/CDC.asp)

The Department of Homeland Security has established a website to provide information to the public about emergencies and emergency preparedness. For information on what to do in the event of a bioterrorist attack, please see [www.ready.gov](http://www.ready.gov).

#### **More Resources**

- [Department of Homeland Security – Bioterrorism Information and Preparedness](#)
- [Department of Homeland Security – National Response Plan](#)
- [American Red Cross – Terrorism Preparedness](#)
- [The American Medical Association's – Bioterrorism: Frequently Asked Questions](#)
- [The Food and Drug Administration – Drug Preparedness and Response to Bioterrorism](#)
- [Environmental Protection Agency – Water Security](#)
- [National Library of Medicine/National Institutes of Health Medline Plus – Biodefense and Bioterrorism](#)

#### **Other useful websites:**

<http://www.mipt.org/pdf/statedeptpub10619.pdf>

United States Department of State Bureau of Diplomatic Security Countering **Terrorism** Security Suggestions for U.S. Business Representatives. Useful information for personnel on foreign TDY

<http://www.mipt.org>

National Memorial Institute for the Prevention of Terrorism

<http://www.dodea.edu/offices/safety/personalSecurity.cfm?clid=1>

DOD Office of Safety and Security, Travel & Personal Security Awareness

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## Workplace Violence:

Violence in the workplace is a serious safety and health issue. Its most extreme form, homicide, is the third-leading cause of fatal occupational injury in the United States (OSHA statistics). Violence and threats of violence can be internal from our coworkers or external from our clients or others.

Workplace violence is disruptive, threatening, or violent behavior that interferes with or prevents normal work functions or activities. It can include verbal threats, harassment, intimidation, yelling, using profanity, waving arms or fists, throwing things, destroying property, verbally abusing others, hitting, shoving, pushing, kicking, assault, behavior endangering the health or safety of an individual, and refusing reasonable requests for identification.

Workplaces prone to disruptive incidents are often characterized by high levels of unresolved conflict and poor communication. Conflict at work is normal, but must be addressed promptly and effectively, not avoided or suppressed. The key to prevention is creating a work environment that confronts problems before they escalate. Disruptive behavior can be reduced or prevented by facilitating a workplace environment that promotes healthy, positive means of airing and resolving problems (methods that do not disrupt the workplace or harm or frighten others). It is also essential to improve the conflict management skills of managers and staff, to set and enforce clear standards of conduct, and to provide help (e.g. mediation and counseling) to address conflicts early.

Behaviors and attitudes may be indicators of disruptive, threatening, or violent behavior. If you observe any violent or potentially violent behavior, it must be reported to management. For additional assistance, the USDA-APHIS Workplace Violence Coordinator is John Capehart; his 24-hour contact number is **301-734-3174**.

---

## How to Respond to Disruptive, Threatening, or Violent Behavior

- ***For an angry or hostile customer or coworker:***
  - Stay calm. Listen attentively. **Use a non-confrontational approach to defuse the situation**
  - Maintain eye contact.
  - Be courteous. Be patient.
  - Keep the situation in your control.

If this approach does not stop the disruption, assess whether the individual seems dangerous. If in your best judgment he/she is upset but not a threat, seek assistance as necessary.

- ***For a person shouting, swearing, and threatening:***
  - Signal a coworker or supervisor, that you need help. (Use a duress alarm system or prearranged code words).
  - Do not make calls yourself.
  - **NEVER touch the individual yourself to try to remove him/her from the area.**
  - Have someone call the Federal Protective Police, contract guard, or local police.
- ***For someone threatening you with a gun, knife, or other weapon:***
  - Stay calm. Quietly signal for help. (Use prearranged code words).
  - Maintain eye contact.

- Stall for time.
- Keep talking--but follow the instructions from the person who has the weapon.
- Never risk harm to yourself or others.
- Never try to grab a weapon.
- Watch for a safe chance to escape to a safe area.

**For crimes in progress, violent incidents or specific threats of imminent violence, call 911.**

Use a phone out of sight/hearing of the individual. The police will respond and take appropriate action.

1. **Never attempt to intervene physically** or deal with the situation yourself. It is critical that the police take charge of any incident that can or does involve physical harm.
2. **Get yourself and others to safety** as quickly as possible.
3. **If possible, keep a line open to police until they arrive.** If you cannot stay on the line, call 911 and the dispatcher will direct the police to you. The more information the police receive, the more likely they can bring a potentially violent situation to a safe conclusion.

Useful websites with WPV information:

<http://www.hr.ucdavis.edu/Elr/Er/Violence/Brochure>

UC Davis, Maintaining a Safe Workplace

<http://www.usda.gov/news/pubs/violence/wpv.htm>

USDA Handbook on Workplace Violence and Response

<http://www.afscme.org/health/violtc.htm>

American Federation of State, County and Municipal Employees

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## Civil Disturbance

Civil disturbances include riots, property damage, threatening individuals, or assemblies that have become significantly disruptive.

Demonstrations are visible actions designed to advocate a position on a particular issue. Most are peaceful and only occasionally cause an inconvenience; they become problematic when they obstruct facility business. Demonstrations have the potential for violence, property damage, and/or disruption.

### In Case of Civil Disturbance or Demonstration

1. Avoid provoking or obstructing demonstrators
2. Secure your area (lock doors and safes; remove files, vital records, and expensive equipment)
3. Avoid area of disturbance
4. Continue with normal routines as much as possible.
5. If the disturbance is outside, stay away from doors or windows. Stay inside.
6. Call 911 to alert police and fire of the situation.



# PPQ Guidelines for Emergencies

## Pane 8

### **BOMB THREAT CHECKLIST**

#### **NEVER USE CELL PHONES OR RADIOS**

**Alert 911, Chain of Command (COC) and Facility Occupants if possible.**

**Follow local Bomb Threat Procedures, if applicable; otherwise, follow COC directions:**

**If called, record:** 1) Time of call , 2) exact words,  
3) callers voice characteristics and, 4) background noise

#### **Ask the following questions:**

When is the bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

Where are you calling from?

What is your address?

What is your name?

## Pane 8

### **Bomb Threats**

---

All employees should be alert for any persons who act or look suspicious in or around their work facility. All personnel should report suspicious items or parcels. Observing, reporting, and acting upon any unusual incidents and behavior can help prevent acts of violence and terrorism in the workplace.

The checklist below is designed to help your staff to effectively deal with a telephoned bomb threat and to record necessary information where possible.

Print off this checklist and place it under desk phones or affix to walls near phones so that employees can see it instantly.

---

### **Actions to be Taken on Receipt of a Bomb Threat:**

1. Remain calm and obtain as much information as possible, using the checklist below.
2. Be courteous and don't interrupt the caller. **NEVER** make any comments that could threaten the offender.
3. Inform the caller that the building is occupied and that the bomb could cause injuries or death.
4. When this occurs, the person taking the call should try to give someone nearby a note about the call and ask him/her to call the local emergency number (911) and/or the facility security desk number.
5. Record the exact wording of the threat.
6. Keep the caller on the phone as long as possible. Don't hang up until the caller does. The phone company may be able to trace the call if you stay on the line long enough. **STAY ON THE LINE!**
7. Never pull fire alarms or activate radio systems or other electronic equipment. Listen for any background noises and any caller mannerisms, voice characteristics, or accents.
8. After the caller hangs up, call your local emergency number (911) on an alternate phone line and contact your supervisor for the facility in which you are working. Explain the situation.
9. **NEVER** use walkie-talkies, beepers or two-way radios during a bomb threat. Some bombs can be set off by these communication devices.

Staff members should look for suspicious items/boxes/bags/packages or any changes in the arrangement of equipment, furnishings, or other articles while waiting for law enforcement and security.

**NEVER** touch, handle, or move any suspicious objects that are found, but alert your supervisor and law enforcement.

Although the majority of bomb threats are given by phone, if a bomb threat is received in writing, keep all documents (i.e. letter, envelope, and other items associated with the threat.) Unnecessary handling must be avoided and every possible effort must be made to retain possible evidence such as fingerprints, hand writing, paper and postmarks.

# Bomb Threat Checklist



**KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE!**



EXACT TIME AND DATE OF CALL: \_\_\_\_\_

EXACT WORDS OF CALLER: \_\_\_\_\_

- | Voice                                 | Accent                             | Manner                                      | Background Noise                          |
|---------------------------------------|------------------------------------|---|---|
| <input type="checkbox"/> Loud         | <input type="checkbox"/> Local     | <input type="checkbox"/> Calm               | <input type="checkbox"/> Factory Machines |
| <input type="checkbox"/> High Pitched | <input type="checkbox"/> Foreign   | <input type="checkbox"/> Rational           | <input type="checkbox"/> Bedlam           |
| <input type="checkbox"/> Raspy        | <input type="checkbox"/> Race      | <input type="checkbox"/> Coherent           | <input type="checkbox"/> Music            |
| <input type="checkbox"/> Intoxicated  | <input type="checkbox"/> Not Local | <input type="checkbox"/> Deliberate         | <input type="checkbox"/> Office Machines  |
| <input type="checkbox"/> Soft         | <input type="checkbox"/> Region    | <input type="checkbox"/> Righteous          | <input type="checkbox"/> Mixed            |
| <input type="checkbox"/> Deep         |                                    | <input type="checkbox"/> Angry              | <input type="checkbox"/> Street Traffic   |
| <input type="checkbox"/> Pleasant     |                                    | <input type="checkbox"/> Irrational         | <input type="checkbox"/> Trains           |
| <input type="checkbox"/> Other        | <b>Speech</b>                      | <input type="checkbox"/> Incoherent         | <input type="checkbox"/> Animals          |
|                                       | <input type="checkbox"/> Fast      | <input type="checkbox"/> Emotional          | <input type="checkbox"/> Quiet            |
| <b>Language</b>                       | <input type="checkbox"/> Distinct  | <input type="checkbox"/> Laughing           | <input type="checkbox"/> Voices           |
| <input type="checkbox"/> Excellent    | <input type="checkbox"/> Stutter   |   | <input type="checkbox"/> Airplanes        |
| <input type="checkbox"/> Fair         | <input type="checkbox"/> Slurred   | <b>Familiarity With Threatened Facility</b> | <input type="checkbox"/> Party Atmosphere |
| <input type="checkbox"/> Foul         | <input type="checkbox"/> Slow      |   |   |
| <input type="checkbox"/> Good         | <input type="checkbox"/> Distorted | <input type="checkbox"/> Much               |   |
| <input type="checkbox"/> Poor         | <input type="checkbox"/> Nasal     | <input type="checkbox"/> Some               |   |
| <input type="checkbox"/> Other        | <input type="checkbox"/> Lisp      | <input type="checkbox"/> None               |   |
|                                       | <input type="checkbox"/> Other     |   |   |

## Questions to Ask the Caller

1. When is the bomb going to explode?

2. Where is the bomb?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb?

7. Why did you place the bomb?

8. Where are you calling from?

9. What is your address?

10. What is your name?

\*\*\*\*\*

If voice is familiar, whom did it sound like?

Were there any background noises?

Telephone number call received at:

Person receiving call:

Any Additional remarks:

**DIAL 911 IMMEDIATELY AND REPORT THREAT**

For more information refer to:

<http://www.usda.gov/da/physicalsecurity>

USDA Physical Security Program

<http://www.usda.gov/da/physicalsecurity/bombthreat.htm>

Bomb threat checklist



# PPQ Guidelines for Emergencies

## Pane 9

### FIRST AID BASICS

Call 911, OR

**FIRST AID BASICS:** Call 911 , OR

1. Call Local First Aid Responder (number): \_\_\_\_\_
2. Secure Area
3. Is victim conscious?
  - a. If conscious, remain calm, assess situation, wait for help,
  - b. If unconscious, remain calm, check pulse and respiration, wait for help.

The following steps are to be performed by trained or certified personnel:

4. Conduct CPR
5. Treat for shock
6. Other first aid services

Closest Hospital: \_\_\_\_\_

MSDS Location: \_\_\_\_\_

If chemical exposure, see Material Safety Data Sheet (MSDS) if possible, AND provide information about probable cause (chemicals used) to emergency responders.

## [Pane 9](#)

### **First Aid Basics**

---

First aid is the immediate and temporary care given to a person who is injured or ill until the services of a trained health care provider can be obtained. When someone becomes ill or injured there is usually a short period of time before you can get professional medical assistance. It is that length of time that is most critical to the victim. What you do or don't do during that period of time can make the difference between life and death.

If you encounter a victim, do the following:

1. Assess the situation. Is it safe? Before assisting a victim, protect yourself first. Assess the scene and determine the primary hazards, if any.
2. Check to see if the victim is conscious or unconscious.
3. Call 911, or have someone call for medical assistance while you remain with the victim. Have someone direct rescue personnel to the victim.
4. Wait for trained or certified personnel to arrive.

<http://www.healthy.net/scr/MainLinks.asp?Id=170>

A list of common injuries and first aid recommendations

<http://www.chemtrec.org/Chemtrec>

Chemical Transportation Emergency Center

<http://hazard.com/msds>

Material Safety Data Sheets

<http://www.ashinstitute.org/ShowTrainingProgram.asp?tpid=16>

American Safety and Health Institute

<http://www.redcross.org/>

Red Cross Organization (CPR First aid training courses)

<http://www.americanheart.org/presenter.jhtml?identifier=1200000>

American Heart Association (CPR training courses)



# PPQ Guidelines for Emergencies

Pane 10

## UNIQUE LOCALITY SPECIFICATIONS AND PROCEDURES FOR EMERGENCIES

and,

Do you have someone who requires special assistance? \_\_\_\_\_

Who? \_\_\_\_\_

## Pane 10

### Unique Locality Specifications and Procedures

---

#### About Local Considerations

This pane is blank to allow you to enter emergency response considerations unique to your locality. Each work location has unique considerations in an emergency due to its geographic location, the type of facility, the number of its occupants, and many other factors. Take the time to think about those local factors that could impact your ability to respond in any type of emergency and discuss them now. If there are procedures unique to your location that are related to responses in a crisis this is the place to record the procedure. This is also a good place to add radio station phone numbers, web site addresses or URLs that may be important to you if are away from the office. List your local city, county, and state emergency preparedness websites and phone numbers.

The examples below illustrate the factors you may need to consider in this section.

---

#### Examples

- ⤴ Your office is located near an oil refinery.

Response: Always back into parking spots to facilitate evacuation in the event of an explosion risk at the refinery

Response: Determine if the refinery has an audio alarm for evacuation, and make sure you note here what that alarm is.

- ⤴ One of your office co-workers is hearing impaired and cannot hear fire or civil defense alarms.

Response: Record the name and contact number of the individual assigned to assure the hearing-impaired employee is aware of alarm-signaled emergencies and to assist in responding.

- ⤴ Your office is located near an area that is frequently subject to wild fires.

Response - Record wildfire emergency contact number (forest service or local fire district) and any local procedures for wildfire management.

(This page is intentionally left blank)

- ⤴ Your office is in a large metropolitan area that designates certain arterial freeways flow one direction only during commute hours.

Response - Record an alternate evacuation route from the area if evacuation is needed because of civil unrest or other emergency.

- ⤴ You are located near a major grain export facility and your office provides high volumes of export certification for rail cars of grain.

Response – You may want to include an industry contact number in the event of a major rail accident that impedes commerce.

- ⤴ You are located in an area with extreme winter weather.

Response – You should record how information is communicated about office closures such as a phone tree or call-in number.

- ⤴ You work in a large office facility and some of your office co-workers have received special training that may be valuable in an emergency situation.

Response – Confirm and record this special training for skill inventory.

---

## Sample

### Pane 10

#### Unique Locality Specifications and Procedures for Emergencies:

1. In the event of office closure due to snow, implement phone tree. I call \_\_\_\_\_.
2. In event of a facility fire: alert firemen to hazardous chemical storage in lab storeroom number 6. Materials in "Hazardous Material" rated cabinet.
3. My job to relocate govt. vehicles if parking lot needs to be cleared. Spare keys in top drawer of left filing cabinet by Administrative desk.

# PPQ Guidelines for Emergencies



## Pane 11

### PERSONAL INFORMATION (Optional)

In Case of Emergency (ICE), call: \_\_\_\_\_

Blood Type: \_\_\_\_\_

Allergies: \_\_\_\_\_

Dependents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency #'s: \_\_\_\_\_

Name and Number: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Contact Lenses: (Do I wear contact lenses?) Yes or No \_\_\_\_\_

2006

## Pane 11

### Personal Information (Optional)

---

#### Introduction

Completing this pane is OPTIONAL. It provides a place to list personal information you (employee) choose to have on hand in an emergency. It also provides useful information to an emergency responder if the employee is found in an incoherent condition.

---

#### In Case of Emergency – (ICE)

ICE stands for "In Case of Emergency." In addition to information on your EJA card, note any ICE entries in your cellular phone contacts list. It should include the name and phone number of the person you want emergency services to call on your behalf.

Paramedics check a victim's cell phone for clues to that person's identity; make their job easier with a simple ICE entry. They are trying to get everyone to adopt ICE.

Paramedics know what ICE means and they look for it immediately. ICE your cell phone NOW!

---

#### Blood Type

In the event of traumatic injury an employee may require blood as part of emergency medical treatment. Assist medical personnel with your blood type by entering it here.

---

#### Allergies

Some allergies can be life threatening and need to be known to emergency medical personnel prior to any treatment. Record known, serious allergies here.

---

#### Dependents

Enter contact information for dependents here. Include names, school/home/work locations, and phone numbers. Remember, this is **your** emergency contact list!

---

## Name and Number

This is a blank to record any emergency contact not allowed for elsewhere in the job aid.

---

## Medical Conditions

If an employee has a medical condition that may be important for emergency responders to know about, such as pacemaker, asthma, diabetes, etc. Record it here.

---

## Contact Lenses

Please state if you wear contact lenses. It is important in an emergency for your emergency responder to know, incase first aid is administered.

---

## Sample

<p><b>Pane 11</b></p> <p><b>PERSONAL INFORMATION (Optional)</b></p> <p>In Case of Emergency (ICE), call: <u>Jill Smith 123-123-1234</u></p> <p>Blood Type: <u>A +</u></p> <p>Allergies: <u>none</u></p> <p>Dependents: <u>Andrew Smith age 6</u> <u>Marian Phelps age 86</u></p> <p>Emergency #'s: <u>Sunnyside Elder Care hospital 123-123-1233</u></p> <p>Name and Number: <u>Dr. McGuire 123-123-1222</u></p> <p>Medical conditions: <u>Hypertension - medicated</u></p> <p>Contact Lenses: (Do I wear contact lenses?) Yes or No <u>Yes</u></p>
---

<http://pleasenotifyme.org/nok/restricted/home.htm>

Next of Kin Registry



# PPQ Guidelines for Emergencies

## Scenarios

Scenarios are provided as examples to discuss with your employees what to do in a given situation in your work area when an emergency occurs. Refer to your PPQ Emergency Job Aid card while discussing the scenarios. Guidelines are provided in the following scenarios.

Situations will differ with locale. Every situation is unique, requiring locality specifications and procedures regarding the emergency. The following pages contain examples of scenarios for possible emergencies:

- Physical Hazard Emergency
- Natural Disaster Emergency
- Technological Emergency
- Security Emergency

- Agricultural Emergency such as Animal Health Emergency or Plant Health Emergency

**Disclaimer:** *The PPQ Emergency Job Aid card has been provided to use as a guide to help supervisors and employees discuss, understand, and be able to perform emergency procedures. This is not meant to answer every emergency.*



# PPQ Guidelines for Emergencies

## Scenario for Animal Emergency

During a site visit to check traps for Pineshoot beetles, you come across a pond and a flock of wild ducks. Many of the ducks look ill. Their feathers are ruffled, their eyes appear crusty, and they're slow to move away from humans. You also notice that there are numerous dead ducks along the edge of the pond. You are aware of the threat of Highly Pathogenic Avian Influenza around the world, and concerned that it might be what is affecting this flock.

**Refer to your PPQ Emergency Job Aid card:**

**1) Decide if this is immediately life threatening to humans, or is it not immediately life threatening.**

**Pane #2.**

**2) Decide if this is a risk to plant or animal health or other emergency.**

**Pane #2.**

**3) What do you do?**

**See guidelines on next page**



# PPQ Guidelines for Emergencies

## **GUIDELINES TO SCENARIO**

**Steps to follow for this Animal Emergency:**

1. **Safeguard, call PPQ, Agriculture Quarantine Inspection (AQI), Veterinary Medical Officer (VMO) for your state.**

**Information to provide to AQI, VMO: specific location – address, farm name, location, landmarks, any other Distinguishing features that will help investigators find that flock.**

**What not to do: Do not pick up or handle dead/diseased animals. Note features of the scene (general condition of animals, number affected) but avoid all contact with potentially infectious animals. Foreign Animal Disease Diagnosticians (FADDs) are responsible for, and trained to handle diseased animals.**

2. **Notify your Chain Of Command (COC) of your find and which PPQ, AQI, VMO contacted.**
3. **The PPQ, AQI, VMO contacts the AVIC for that state or State Veterinarian.**
4. **AVIC contacts VS Regional HQ**
5. **VS Region contacts VS Headquarters**

**(Contact information is under tab: ANIMAL HEALTH EMERGENCIES in this manual “PPQ Guidelines for Emergencies”)**



# PPQ Guidelines for Emergencies

## Scenario for Physical Emergency

A box is sitting aside at a mail facility to collect prohibited items. From inspection of the box, vials with powder and liquids are found; these have markings that don't mean anything in English. No paperwork is included. The vials were accidentally handled by the staff who handles the mail.

**Refer to your PPQ Emergency Job Aid card:**

**1) Decide if this is immediately life threatening to humans or not. [Pane #2](#).**

**2) Decide if this is a risk to plant or animal health or other emergency.**

**[Pane #2](#).**

**3) What would you do?**

**Guidelines: [Pane #2](#). Immediately Life Threatening. Call 911. Notify your Chain of Command (COC).**

**[Check your specific mail facility protocol as they may differ for each location.](#)**

**Reference:** Go to: [http://www.aphis.usda.gov/mrpbs/safety\\_security\\_library.html](http://www.aphis.usda.gov/mrpbs/safety_security_library.html) and check out the Biological/Chemical Exposure Control Plan. It contains procedures to be followed if you receive a suspect biological threat by mail.



# PPQ Guidelines for Emergencies

## Scenario for a Plant Emergency

A suspect action pest (larvae) is found in citrus from South Africa by a consumer who bought the fruit from a local market. The consumer brings it to an Officer who locally has it identified and it is confirmed as an action pest.

Refer to your PPQ Emergency Job Aid card:

- 1) Decide if this is immediately life threatening or is not immediately life threatening. **Pane #2.**
- 2) Decide if this is a risk to plant or animal health or other emergency.

**Pane #2.**

- 3) What would you do?

**Guidelines: Pane #2. Plant Emergency. Safeguard, and notify your Chain of Command (COC).**



# PPQ Guidelines for Emergencies

## Scenario for a Physical and/or Animal Health Emergency

You are a PPQ officer working in the Asian Longhorned Beetle Program in Chicago. You are assigned to oversee the application of pesticide by a contractor. The pesticide will be applied via soil injection around the base of selected host trees. The host trees to be treated are located in the common public areas in the Lincoln Park Zoo. Thirty minutes into the application, you notice that the 500 gal truck tank holding the pesticide mixture is leaking all over the ground near the water fowl exhibit. It's a beautiful day and the Zoo has just opened its doors for business.

**Refer to your PPQ Emergency Job Aid card:**

- 1) Decide if this is immediately life threatening to humans or is not immediately life threatening. [Pane #2.](#)**
- 2) Decide if this is a risk to plant or animal health or other emergency. [Pane #2.](#)**
- 3) What would you do?**

**Guidelines: [Pane #2.](#) Secure and safeguard the area and notify your Chain of Command (COC).**



# PPQ Guidelines for Emergencies

## Scenario for a Security and Physical Emergency

You have received the documents for a shipment that requires treatment as a condition of entry. You are at the cargo warehouse and are going to confirm that the contents of the container match the documents before sending it to the fumigator. When the container is opened, there are approximately 20 refugees in the container, some of them alive and others appear to be ill or even deceased.

**Refer to your PPQ Emergency Job Aid card:**

- 1) Decide if this is immediately life threatening to humans or not immediately life threatening. [Pane #2.](#)**
- 2) Decide if this is a risk to plant or animal health or other emergency. [Pane # 2.](#)**
- 3) What would you do?**

**[Guidelines: Pane #2. Immediately Life Threatening. First call 911. Notify your Chain of Command \(COC\).](#)**



# PPQ Guidelines for Emergencies

## Scenario for a Natural Emergency

You are the only employee from your work unit left in the office. Wild fires have been raging for two days in the mountains to the east of your unit. In the past 2 hours westerly winds have picked up dramatically fueling the wildfire and moving it at tremendous speed toward you. Firefighter resources are already challenged fighting this fire on other fronts. Ash fallout is coating everything around you.

**Refer to your PPQ Emergency Job Aid card:**

- 1) **Decide if this is immediately life threatening to humans or is not immediately life threatening. [Pane #2.](#)**
- 2) **Decide if this is a risk to plant or animal health or other emergency. [Pane # 2.](#)**
- 3) **What would you do?**

**Guidelines: [Pane #2. Immediately Life Threatening. Call 911. Notify your Chain of Command \(COC\).](#)**



# PPQ Guidelines for Emergencies

## Scenario for a Technological Emergency

It is mid-winter and bitter cold outside. You are eating your lunch in the break room when the power goes out. Unbeknownst to you a power grid has failed and power is out over much of the northeastern United States. You assume it is a temporary outage and start to wait it out. Land line phones are not operational. You have a limited charge left on your cell phone and have not been able to radio your peers in the field.

**Refer to your PPQ Emergency Job Aid card:**

- 1) Decide if this is immediately life threatening to humans or is not immediately life threatening. [Pane #2](#)**
- 2) Decide if this is a risk to plant or animal health or other emergency. [Pane #2](#)**
- 3) What would you do?**

**[Guidelines: Pane #2. Secure area. Notify your Chain of Command \(COC\), at first opportunity.](#)**



# PPQ Guidelines for Emergencies

## Scenario for a Security Emergency

You are in a citrus packing house in Florida preparing to write export certificates for fruit destined for export. As you are inspecting fruit a recently fired employee enters the packing shed waving a gun telling everyone he's going to kill somebody, they shouldn't have fired him.

**Refer to your PPQ Emergency Job Aid card:**

- 1) **Decide if this is immediately life threatening or not immediately life threatening. [Pane #2.](#)**
- 2) **Decide if this is a risk to plant or animal health or other emergency. [Pane #2.](#)**
- 3) **What would you do?**

**Guidelines: [Pane #2. Immediately Life Threatening. First proceed to safe location. Call 911. Notify your Chain of Command \(COC\).](#)**



# PPQ Guidelines for Emergencies

## Scenario for a Physical Emergency

You are located in a remote site work unit, nearly 10 miles away from town. You and a group of 5 fellow employees order lunch delivery from Joe's Greasy Spoon Roadhouse Cafe. Your fellow employees all ordered the daily special of Creamed Tuna on Toast. You, on the other hand, had a grilled cheese sandwich. An hour after you finish eating, every one of your fellow staff members suddenly become extremely nauseous and begin vomiting. They are also experiencing severe abdominal pain and are not able to remain upright. One of your elderly coworkers starts to complain of chest pains and is having trouble breathing. Another coworker is bleeding profusely from a cut to his head that occurred when he fell to the floor in pain.

**Refer to your PPQ Emergency Job Aid card:**

- 1) Decide if this is immediately life threatening to humans or is not. [Pane #2.](#)**
- 2) Decide if this is a risk to plant or animal health or other emergency. [Pane #2.](#)**
- 3) What would you do?**

**[Guidelines: Pane #2. Immediately Life Threatening. First call 911. Notify your Chain of Command \(COC\).](#)**



# PPQ Guidelines for Emergencies

## Scenario for Dealing with an Employee with Special Needs

One of your employees is physically handicapped and uses a wheelchair. Describe how you would develop the emergency evacuation plan for your work site that takes into account the limited mobility of your handicapped employee.

**Refer to your Occupant Emergency Plan.**



# PPQ Guidelines for Emergencies

## Scenario for Discussions

### What would you do?

1. If you hear that there is someone in the building shooting people? **Pane #2: Immediately Life Threatening – follow steps: Call 911. Notify your Chain of Command (COC).**
2. You find out that there is a potential chemical exposure in the building? **Pane #2: Necessary to evacuate. Notify your Chain of Command (COC).**
3. A work unit that you manage is blown up and all communications are cut off? **Pane #2: Immediately Life Threatening. Notify your Chain of Command (COC), at first opportunity.**

# **Animal Health Emergencies**

---

## **List of Veterinarians**

The following is a list of Agriculture Quarantine Inspection, Veterinary Medical Officers (AQI,VMO's) of Plant Protection and Quarantine and their territories.

Included are the pages from the Animal Products Manual Listing the Area Veterinarians in Charge (AVIC). The AQI,VMOs may be called for both product or animal emergencies, but the AVICs are listed for quick reference if AQI,VMO cannot be reached for Live Animal issues.

PPQ-Veterinary Regulatory Support-Agriculture Quarantine Inspection, Veterinary Medical Officers (VRS-AQI, VMO's)

Territory Covered	Name/Address	Contact Numbers/Email Address
New York , Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire, Maine, Northern New Jersey (Elizabeth & Newark)	Dr. Connie L. Bacon USDA-APHIS-PPQ 500 New Karner Rd, 2 <sup>nd</sup> Floor Albany, NY 12205	Office: (518) 869-5673 Cell: (518) 470-2307 Fax: (518) 869-5675 Email: <a href="mailto:Connie.L.Bacon@aphis.usda.gov">Connie.L.Bacon@aphis.usda.gov</a>
Illinois, Minnesota, Missouri, Iowa, Wisconsin,	Dr. Andrea C. Bovard USDA-APHIS-PPQ 2300 East Devon Ave., Suite 222 Des Plaines, IL 60018	Office: (847) 299-6939 Cell: (847) 652-7189 Fax: (847) 299-6046 Email: <a href="mailto:Andrea.C.Bovard@aphis.usda.gov">Andrea.C.Bovard@aphis.usda.gov</a>
Pennsylvania, Ohio, Delaware, Southern New Jersey	Dr. Asghar A. Chaudhry USDA-APHIS-PPQ 2nd & Chestnut Streets Custom House, Rm. 212 Philadelphia, PA 19106-2910	Office: (215) 597-2339 Cell: (856) 297-4774 Fax: (215) 597-2338 Email: <a href="mailto:Asghar.A.Chaudhry@aphis.usda.gov">Asghar.A.Chaudhry@aphis.usda.gov</a>
Southern Texas and Maritime Ports, Arkansas, Louisiana, Nebraska	Dr. Don L. Couch USDA-APHIS-PPQ 11811 East Freeway, (I-10 East) Suite 560 Houston, TX 77029	Office: (713) 393-1014 Cell: (832) 250-4042 Fax: (713) 393-1024 Email: <a href="mailto:Don.L.Couch@aphis.usda.gov">Don.L.Couch@aphis.usda.gov</a>
Northern Texas, Mexican border ports, Kansas, Oklahoma	Dr. John W. Cougill USDA-APHIS-PPQ 903 San Jacinto Blvd., Suite 270 Austin, TX 78701-2450	Office: (512) 916-5241 Cell: (214) 325-9335 Fax: (512) 916-5243 Email: <a href="mailto:John.W.Cougill@aphis.usda.gov">John.W.Cougill@aphis.usda.gov</a>
Washington State, Oregon, Idaho, Montana, North Dakota, South Dakota	Dr. Diane R. Forbes USDA-APHIS-PPQ 835 S. 192nd Street Suite 1600 Seatac, WA 98148	Office: (206) 878-6617 Cell: (206) 391-5100 Fax: (206) 870-8043 Email: <a href="mailto:Diane.R.Forbes@aphis.usda.gov">Diane.R.Forbes@aphis.usda.gov</a>
Virginia, Maryland, North Carolina, West Virginia	Dr. John S. Fournier USDA-APHIS-PPQ Norfolk Federal Building 200 Granby Street, Suite 102 Norfolk, VA 23510	Office: (757) 441-6290 Cell: (757) 262-7383 Fax: (757) 441-6651 Email: <a href="mailto:John.Fournier@aphis.usda.gov">John.Fournier@aphis.usda.gov</a>
Arizona, New Mexico, Colorado	Dr. James D. Freund USDA-APHIS-PPQ 3658 East Chipman Road Phoenix, AZ 85040	Office: (602) 431-8930 Ext. 210 Cell: (602) 721-5721 Fax: (602) 438-0877 Email: <a href="mailto:James.D.Freund@aphis.usda.gov">James.D.Freund@aphis.usda.gov</a>
Northern & Central Florida, Mississippi	Dr. Kathleen M. Kral USDA-APHIS-PPQ 9951 Atlantic Blvd, Suite 177 Jacksonville, FL 32225	Office: (904) 725-2960 Cell: (904) 451-1049 Fax: (904) 725-2948 Email: <a href="mailto:Kathleen.M.Kral@aphis.usda.gov">Kathleen.M.Kral@aphis.usda.gov</a>
Puerto Rico, U.S. Virgin Islands	<b>Vacant</b> (Temp. Coverage by HQ) USDA-APHIS-PPQ 654 Muñoz Rivera Avenue Suite 700 Hato Rey, PR 00918	Office: (787) 294-1668/1669 Cell: (787) 232-9800 Fax: (787) 294-1674 Email:
Southern Florida, Alabama	Dr. John D. Parrott USDA-APHIS-PPQ 5600 NW 36 <sup>th</sup> Street, Rm. 363 Miami, FL 33166-2787 <b>ALSO:</b> P.O. Box 59-1855 Miami, FL 33159-1855	Office: (305) 526-2700 Cell: (305) 481-2595 Fax: (305) 526-2701 Email: <a href="mailto:John.D.Parrott@aphis.usda.gov">John.D.Parrott@aphis.usda.gov</a>

PPQ-Veterinary Regulatory Support-Agriculture Quarantine Inspection, Veterinary Medical Officers (VRS-AQI, VMO's)

Hawaii, Guam, Alaska,	Dr. Columb P. Rigney USDA-APHIS-PPQ 3375 Koapaka Street, Suite G-330 Honolulu, HI 96819	Office: (808) 861-8572 Cell: (808) 216-7381 Fax: (808) 861-8574 Email: <a href="mailto:Columb.P.Rigney@aphis.usda.gov">Columb.P.Rigney@aphis.usda.gov</a>
California, Utah, Nevada, Wyoming	Dr. James R. Simms USDA-APHIS-PPQ 11840 South La Cienega Blvd. Hawthorne, CA 90250	Hawthorne: (310) 725-1949 Long Beach: (562) 628-8999 Cell: (310) 877-1305 Fax: (310) 725-9518 Long B. Fax (562) 499-6061 Email: <a href="mailto:James.R.Simms@aphis.usda.gov">James.R.Simms@aphis.usda.gov</a>
Georgia, South Carolina, Tennessee, Kentucky,	Dr. Glendell L. Snider USDA-APHIS-PPQ 1498 Klondike Road, Suite 200 Conyers, GA 30094	Office: (770) 922-9784 Cell: (770) 318-1449 Fax: (770) 922-6311 Email: <a href="mailto:G.L.Snider@aphis.usda.gov">G.L.Snider@aphis.usda.gov</a>
Michigan, Indiana	Dr. Lisa S. Whiting USDA-APHIS-PPQ International Terminal, Rm. 228 Detroit Metro Airport Detroit, MI 48242 <b>ALSO:</b> Post Office Box 42735 Detroit, MI 48242-0735	Office: (734) 942-7042 Cell: (313) 304-9739 Fax: (734) 942-7409 Email: <a href="mailto:Lisa.S.Whiting@aphis.usda.gov">Lisa.S.Whiting@aphis.usda.gov</a>
Headquarters Personnel Riverdale, MD	Dr. Maurine F.W. Bell Director Room 4D-06C  Dr. Cheryl L. Berthoud Veterinary Medical Officer Room 4D-06.8  Dr. Ellen M. Buck Veterinary Medical Officer Room 4D-06.9  Dr. Jose R. Lozada Veterinary Medical Officer Room 4D-06.24  Dr. John D. Stein Veterinary Medical Officer Room 4D-06.7  Dr. Keith D. Wiggins Program Manager Room 4D-06B  Margaret M. Dziedziak (DJ) Management Analyst Room 4D-06.1  Mary F. Ward Administrative Program Specialist Room 4D-06.26  USDA-APHIS-PPQ-VRS 4700 River Road, Unit 129 Riverdale, MD 20737-1236	Cell: (301) 919-3188 Email: <a href="mailto:Maurine.F.Bell@aphis.usda.gov">Maurine.F.Bell@aphis.usda.gov</a>  Cell: (301) 919-0267 Email: <a href="mailto:Cheryl.L.Berthoud@aphis.usda.gov">Cheryl.L.Berthoud@aphis.usda.gov</a>  Cell: (301) 919-3189 Email: <a href="mailto:Ellen.M.Buck@aphis.usda.gov">Ellen.M.Buck@aphis.usda.gov</a>  Cell: (301) 919-3175 Email: <a href="mailto:Jose.R.Lozada@aphis.usda.gov">Jose.R.Lozada@aphis.usda.gov</a>  Cell: (301) 919-1097 Email: <a href="mailto:John.D.Stein@aphis.usda.gov">John.D.Stein@aphis.usda.gov</a>  Cell: (301) 919-3178 Email: <a href="mailto:Keith.D.Wiggins@aphis.usda.gov">Keith.D.Wiggins@aphis.usda.gov</a>  Cell: (301) 787-5824 Email: <a href="mailto:Margaret.M.Dziedziak@aphis.usda.gov">Margaret.M.Dziedziak@aphis.usda.gov</a>  Email: <a href="mailto:Mary.F.Ward@aphis.usda.gov">Mary.F.Ward@aphis.usda.gov</a>  Office: (301) 734-7633 Fax: (301) 734-8538



# Appendix H

## *List of Veterinarians*

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### Introduction

Use this appendix to identify the addresses and telephone numbers of the Veterinary Medical Officers (VMOs) of Plant Protection and Quarantine (PPQ), Veterinary Regulatory Support (VRS); the Technical Trade Services Product Staff (TTSPS) of Veterinary Services (VS), and the Area Veterinarians in Charge (AVIC) in VS. The VMOs of PPQ-VRS are located at PPQ Headquarters (PPQ-VRS-HQ, VMOs) and at various State locations (PPQ-VRS-AQI, VMOs). The locations of AVICs are listed by State.

A VS telephone and address list is available on the Internet at the following address: <[http://www.aphis.usda.gov/vs/area\\_offices.htm](http://www.aphis.usda.gov/vs/area_offices.htm)>.

The area office telephone and address list for AVICs will automatically open in Adobe Acrobat Reader.

## PPQ-VRS-Headquarters Personnel

Location	Name/Address	Telephone Number
PPQ Headquarters	Dr. Maurine F.W. Bell, Director	E-mail: maurine.f.bell@aphis.usda.gov
	Dr. Cheryl L. Berthoud, VMO	E-mail: cheryl.l.berthoud@aphis.usda.gov
	Dr. Ellen M. Buck, VMO	E-mail: ellen.m.buck@aphis.usda.gov
	Dr. John D. Stein, VMO	E-mail: john.d.stein@aphis.usda.gov
	Dr. Keith D. Wiggins, Program Manager	E-mail: keith.d.wiggins@aphis.usda.gov
	Margaret M. Dzedziak, Management Analyst Room 4D-06.25	E-mail: margaret.m.dzedziak@aphis.usda.gov
	Mary F. Ward, Lead Secretary Room 4D-06.26	E-mail: mary.f.ward@aphis.usda.gov
USDA-APHIS-PPQ Veterinary Medical Office 4700 River Road, Unit 129 Riverdale, MD 20737	Office: 301-734-7633 FAX: 301-734-8538	

FIGURE H-1-1 List of PPQ-VRS-Headquarters Personnel

## PPQ-AQI-VMO

Territory Covered	Name/Address	Phone/Fax/E-mail
Connecticut Maine Massachusetts New Hampshire New York Northern New Jersey (Elizabeth & Newark) Rhode Island Vermont	Dr. Connie L. Bacon USDA-APHIS-PPQ 500 New Karner Road, 2nd Floor Albany, NY 12205	Office: 518-869-5673 Cell: 518-470-2307 FAX: 518-869-5675 E-mail: connie.l.bacon@aphis.usda.gov
Illinois Iowa Minnesota Missouri Wisconsin <sup>1</sup>	Dr. Andrea C. Bovard USDA-APHIS-PPQ 2300 E. Devon Avenue Suite 222 Des Plaines, IL 60018	Office: 847-299-6939 Cell: 847-652-7189 FAX: 847-299-6046 E-mail: andrea.c.bovard@aphis.usda.gov
Delaware Maryland <sup>1</sup> Southern New Jersey <sup>1</sup> Ohio Pennsylvania	Dr. Asghar A. Chaudhry USDA-APHIS-PPQ 2nd & Chestnut Streets Custom House, Room 212 Philadelphia, PA 19106-2910	Office: 215-597-2339 Cell: 856-297-4774 FAX: 215-597-2338 E-mail: asghar.a.chaudhry@aphis.usda.gov

FIGURE H-1-2 List of PPQ-AQI-VMO

Territory Covered	Name/Address	Phone/Fax/E-mail
Arkansas Louisiana Nebraska Southern Texas and Maritime Ports	Dr. Don L. Couch USDA-APHIS-PPQ 11811 East Freeway, I-10 East, Suite 560 Houston, TX 77029	Office: 713-393-1014 Cell: 832-250-4042 FAX: 713-393-1023 E-mail: don.l.couch@aphis.usda.gov
Kansas Mexican Border Ports Oklahoma Northern Texas	Dr. John Cougill USDA-APHIS-PPQ 903 San Jacinto Blvd., Suite 270 Austin, TX 78701-2450	Office: 512-916-5241 Cell: 214-325-9335 FAX: 512-916-5243 E-mail: john.w.cougill@aphis.usda.gov
Idaho Montana North Dakota Oregon South Dakota Washington (State)	Dr. Diane R. Forbes USDA-APHIS-PPQ 16215 Air Cargo Road, Suite 112 Seattle, WA 98158	Office: 206-243-3464 Cell: 206-391-5100 FAX: 206-764-3825 E-mail: diane.r.forbes@aphis.usda.gov
Arizona Colorado New Mexico	Dr. James D. Freund USDA-APHIS-PPQ 3658 E. Chipman Road Phoenix, AZ 85040	Office: 602-431-8930, xt 210 Cell: 602-721-5721 FAX: 602-438-0877 E-mail: james.d.freund@aphis.usda.gov
Northern and Central Florida Mississippi	Dr. Kathleen M. Kral, VMO USDA-APHIS-PPQ 9951 Atlantic Blvd., Suite 177 Jacksonville, FL 32225	Office: 904-725-2960 Cell: 301-919-0267 FAX: 904-725-2948 E-mail:kathleen.m.kral@aphis.usda.gov
Puerto Rico U.S. Virgin Islands	Dr. Jose Lozada USDA-APHIS-PPQ 654 Munoz Rivera Avenue, Suite 700 Hato Rey, PR 00918	Office: 787-294-1668 Cell: 787-232-9800 FAX: 787-294-1674 E-mail: jose.r.lozada@aphis.usda.gov
Alabama Southern Florida	Dr. John D. Parrott USDA-APHIS-PPQ 5600 NW 36th Street Miami, FL 33132 (Do not send any mail to this address; check with VRS Headquarters first)	Office: 305-526-2700 Cell: 305-481-2595 FAX: 305-526-2701 E-mail: john.d.parrott@aphis.usda.gov
Alaska Guam Hawaii	Dr. Columb P. Rigney USDA-APHIS-PPQ 3375 Koapaka Street, Suite G-330 Honolulu, HI 96819	Office: 808-861-8572 Cell: 808-216-7381 FAX: 808-861-8574 E-mail: columb.p.rigney@aphis.usda.gov
California Nevada Utah Wyoming	Dr. James R. Simms USDA-APHIS-PPQ 11840 S. La Cienega Blvd. Hawthorne, CA 90250	Office: 310-725-1949 (Hawthorne) Office: 562-628-8999 (Long Beach) Cell: 310-877-1305 FAX: 310-725-9518 (Hawthorne) FAX: 562-499-6061 (Long Beach) E-mail: james.r.simms@aphis.usda.gov
Georgia Kentucky North Carolina <sup>1</sup> South Carolina Tennessee Virginia <sup>1</sup> West Virginia <sup>1</sup>	Dr. Glendell L. Snider USDA-APHIS-PPQ 1498 Klondike Road, Suite 200 Conyers, GA 30094	Office: 770-922-9784 Cell: 770-318-1449 FAX: 770-922-6311 E-mail: g.l.snider@aphis.usda.gov

FIGURE H-1-2 List of PPQ-AQI-VMO (continued)

**Appendix H:** List of Veterinarians  
VS-TTSPS

Territory Covered	Name/Address	Phone/Fax/E-mail
Indiana Michigan	Dr. Lisa S. Whiting USDA-APHIS-PPQ PO Box 42735 Detroit, MI 48242-0735	Office: 734-942-7042 Cell: 313-304-9739 FAX: 734-942-7409 E-mail: lisa.s.whiting@aphis.usda.gov

**FIGURE H-1-2 List of PPQ-AQI-VMO (continued)**

1 Temporary coverage until vacancy is filled.

## VS-TTSPS

Location Address	Section	Name	Comm Number	FAX Number
<b>VS Headquarters</b> USDA-APHIS-PPQ Veterinary Services, Technical Trade Services Product Staff (TTSPS) 4700 River Road, Unit 40 Riverdale, MD 20737	Import Products & By-products	Dr. Tracye Butler Dr. Masoud Malik Dr. Terry Morris Dr. Chris Robinson Dr. Reed Rollo Dr. Pamela Simpson Dr. Lynette Williams	301/734-3277	301/734-8226
<b>(personnel authorized to release restricted materials being held at ports of entry)</b>				
USDA-APHIS-PPQ, Technical Trade Services Product Staff (TTSPS) 4700 River road, Unit 02 Riverdale, MD 20737	Import Organisms & Vectors	Dr. Waleid Muhmed	301/734-5960	301/734-3652

**FIGURE H-1-3 List of VS, TTSPS Import Staff**

## VS-AVIC

State/Location	Name/Address	Comm Number	FAX Number
<b>Alabama</b>	Area Veterinarian in Charge USDA-APHIS-VS 1445 Federal Drive (packages) PO Box 70429 (letters) Montgomery, AL 36107	334/223-7141 334/223-7147	334/223-7352
<b>Alaska</b>	Area Veterinarian in Charge USDA-APHIS-VS 2604 12 <sup>th</sup> Court, SW, Suite B Olympia, WA 98502	360/753-9430	360/753-9585
<b>Arizona</b>	Area Veterinarian in Charge USDA-APHIS-VS 1400 E. Southern Avenue, Suite 245 Tempe, AZ 85282	480/491-1002	480/491-1895
<b>Arkansas</b>	Area Veterinarian in Charge USDA-APHIS-VS 1200 Cherry Brook Drive, Suite 300 Little Rock, AR 72211	501/224-9515	501/225-5823
<b>California</b>	Area Veterinarian in Charge USDA-APHIS-VS 10365 Old Placerville Road, Suite 210 Sacramento, CA 95827-2518	916/854-3900 916/854-3950	916/363-1125
<b>Colorado</b>	Area Veterinarian in Charge USDA-APHIS-VS 755 Parfet Street, Suite 136 Lakewood, CO 80215	303/231-5385	303/231-5390
<b>Connecticut</b>	Area Veterinarian in Charge USDA-APHIS-VS Sutton Square Plaza 160 Worcester-Providence Road, Suite 20 Sutton, MA 01590-9998	508/865-1421 508/865-1422	508/865-9317
<b>Delaware</b>	Area Veterinarian in Charge USDA-APHIS-VS 1598 Whitehall Road, Suite A Annapolis, MD 21401	410/349-9708	301/261-8113
<b>District of Columbia</b>	Area Veterinarian in Charge USDA-APHIS-VS 1598 Whitehall Road, Suite A Annapolis, MD 21401	410/349-9708	301/261-8113
<b>Florida</b>	Area Veterinarian in Charge USDA-APHIS-VS 7022 NW 10 <sup>th</sup> Place Gainesville, FL 32605-3147	352/333-3120	352/333-6849
<b>Georgia</b>	Area Veterinarian in Charge USDA-APHIS-VS 1498 Klondike Road, Suite 200 Conyers, GA 30094	770/922-7860	770/483-9000

FIGURE H-1-4 List of VS, AVIC

**Appendix H:** List of Veterinarians  
VS-AVIC

State/Location	Name/Address	Comm Number	FAX Number
<b>Hawaii</b>	Area Veterinarian in Charge USDA-APHIS-VS 2604 12 <sup>th</sup> Court, SW, Suite B Olympia, WA 98502	360/753-9430	360/753-9585
<b>Idaho</b>	Area Veterinarian in Charge USDA-APHIS-VS 9158 W. Black Eagle Drive Boise, ID 83709	208/378-5631	208/378-5637
<b>Illinois</b>	Area Veterinarian in Charge USDA-APHIS-VS Suite 104 2815 Old Jacksonville Road Springfield, IL 62704	217/862-6689	217/862-6695
<b>Indiana</b>	Area Veterinarian in Charge USDA-APHIS-VS 5685 Lafayette Road, Suite 400 Indianapolis, IN 46254-6158	317/290-3300	317/290-3311
<b>Iowa</b>	Area Veterinarian in Charge USDA-APHIS-VS Federal Building, Room 891 210 Walnut Street Des Moines, IA 50309	515/284-4140	515/284-4156
<b>Kansas</b>	Area Veterinarian in Charge USDA-APHIS-VS 1947 NW Topeka Blvd., Suite F Topeka, KS 66608	785/235-2365	785/235-1464
<b>Kentucky</b>	Area Veterinarian in Charge USDA-APHIS-VS 643 Comanche Trail ( <i>packages</i> ) Frankfort, KY 40601  PO Box 399 ( <i>letters</i> ) Frankfort, KY 40602	502/227-9651	502/223-7121
<b>Louisiana</b>	Area Veterinarian in Charge USDA-APHIS-VS 5825 Florida Blvd., Room 1140 Baton Rouge, LA 70806-9985	225/389-0436	225/389-0524
<b>Maine</b>	Area Veterinarian in Charge USDA-APHIS-VS Sutton Square Plaza, Suite 20 160 Worcester-Providence Road Sutton, MA 01590-9998	508/865-1421 508/865-1422	508/865-9317
<b>Maryland</b>	Area Veterinarian in Charge USDA-APHIS-VS 1598 Whitehall Road, Suite A Annapolis, MD 21401	410/349-9708	301/261-8113

**FIGURE H-1-4 List of VS, AVIC (continued)**

State/Location	Name/Address	Comm Number	FAX Number
<b>Massachusetts</b>	Area Veterinarian in Charge USDA-APHIS-VS Sutton Square Plaza, Suite 20 160 Worcester-Providence Road Sutton, MA 01590-9998	508/865-1421 508/865-1422	508/865-9317
<b>Michigan</b>	Area Veterinarian in Charge USDA-APHIS-VS 3001 Coolidge Road, Suite 325 East Lansing, MI 48823	517/324-5290	517/324-5289
<b>Minnesota</b>	Area Veterinarian in Charge USDA-APHIS-VS Bolander Building, Suite 229 251 Starkey Street St. Paul, MN 55107	651/290-3691	651/228-0654
<b>Mississippi</b>	Area Veterinarian in Charge USDA-APHIS-VS 345 Keyway Street Flowood, MS 39232	601/965-4307	601/965-5535
<b>Missouri</b>	Area Veterinarian in Charge USDA-APHIS-VS 1442 Aaron Court ( <i>packages</i> ) P.O. Box 104418 ( <i>letters</i> ) Jefferson City, MO 65110	573/636-3116	573/636-4384
<b>Montana</b>	Area Veterinarian in Charge USDA-APHIS-VS 208 N. Montana Ave., Suite 101 Helena, MT 59601-3837	406/449-2220	406/449-5439
<b>Nebraska</b>	Area Veterinarian in Charge USDA-APHIS-VS 5940 S. 58 <sup>th</sup> Street ( <i>packages</i> ) P.O. Box 81866 ( <i>letters</i> ) Lincoln, NE 68501	402/434-2300	402/434-2330
<b>Nevada</b>	Area Veterinarian in Charge USDA-APHIS-VS 10365 Old Placerville Road, Suite 210 Sacramento, CA 95827	916/854-3900 916/854-3950	916/363-1125
<b>New Hampshire</b>	Area Veterinarian in Charge USDA-APHIS-VS Sutton Square Plaza, Suite 20 160 Worcester-Providence Road Sutton, MA 01590-9998	508/865-1421 508/865-1422	508/865-9317
<b>New Jersey</b>	Area Veterinarian in Charge USDA-APHIS-VS Mercer Corporate Park 320 Corporate Blvd. Robbinsville, NJ 08691-1598	609/259-8387	609/259-2477

FIGURE H-1-4 List of VS, AVIC (continued)

**Appendix H:** List of Veterinarians  
VS-AVIC

State/Location	Name/Address	Comm Number	FAX Number
<b>New Mexico</b>	Area Veterinarian in Charge USDA-APHIS-VS Suite 117 6200 Jefferson Street, NE Albuquerque, NM 87109	505/761-3160	505/761-3176
<b>New York</b>	Area Veterinarian in Charge USDA-APHIS-VS 500 New Karner Road, 2nd Floor Albany, NY 12205	518/869-9007	518-869-6135
<b>North Carolina</b>	Area Veterinarian in Charge USDA-APHIS-VS 930 Main Campus Dr., Suite 200 Raleigh, NC 27606	919/855-7700	919/855-7720
<b>North Dakota</b>	Area Veterinarian in Charge USDA-APHIS-VS 3509 Miriam Ave., Suite B Bismarck, ND 58501-7902	701/250-4210 701/250-4212	701/250-4471
<b>Ohio</b>	Area Veterinarian in Charge USDA-APHIS-VS 12927 Stonecreek Drive Pickerington, OH 43147	614/469-5602	614/866-1086
<b>Oklahoma</b>	Area Veterinarian in Charge USDA-APHIS-VS 4020 N. Lincoln Blvd., Suite 101 Oklahoma City, OK 73105	405/427-9413	405/427-9451
<b>Oregon</b>	Area Veterinarian in Charge USDA-APHIS-VS 530 Center Street, NE, Suite 335 Salem, OR 97301	503/399-5871	503/399-5607
<b>Pennsylvania</b>	Area Veterinarian in Charge USDA-APHIS-VS 2301 N. Cameron St., Room 412 Harrisburg, PA 17110	717/782-3442	717/782-4098
<b>Puerto Rico</b>	Area Veterinarian in Charge USDA-APHIS-VS IBM Building, 7 <sup>th</sup> Floor 654 Munoz Rivera Avenue Hato Rey, PR 00918	787/766-6050 787/766-6055 787/766-6060 787/766-6061	787/766-5159
<b>Rhode Island</b>	Area Veterinarian in Charge USDA-APHIS-VS Sutton Square Plaza, Suite 20 160 Worcester-Providence Road Sutton, MA 01590-9998	508/865-1421 508/865-1422	508/865-9317
<b>South Carolina</b>	Area Veterinarian in Charge USDA-APHIS-VS 9600 Two Notch Road, Suite 10 Columbia, SC 29229	803/788-1919	803/788-2102

**FIGURE H-1-4 List of VS, AVIC (continued)**

State/Location	Name/Address	Comm Number	FAX Number
<b>South Dakota</b>	Area Veterinarian in Charge USDA-APHIS-VS 314 South Henry, Suite 100 ( <i>packages</i> ) Pierre, SD 57501 P.O. Box 640 ( <i>letters</i> ) Pierre, SD 57501-0640	605/224-6186 605/224-6187 605/224-5943	605/224-8451
<b>Tennessee</b>	Area Veterinarian in Charge USDA-APHIS-VS 440 Hogan Road, Jennings Bldg. ( <i>packages</i> ) Nashville, TN 37220 P.O. Box 110950 ( <i>letters</i> ) Nashville, TN 37222	615/781-5310	615/781-5309
<b>Texas</b>	Area Veterinarian in Charge USDA-APHIS-VS Thornberry Building Room 220 903 San Jacinto Blvd. Austin, TX 78701	512/916-5551 512/916-5557	512/916-5197
<b>Utah</b>	Area Veterinarian in Charge USDA-APHIS-VS Suite 230 Airport Park, Building #4 176 N. 2200 West Salt Lake City, UT 84116	801/524-5010 801/524-5011	801/524-6898
<b>Vermont</b>	Area Veterinarian in Charge USDA-APHIS-VS Sutton Square Plaza, Suite 20 160 Worcester-Providence Road Sutton, MA 01590-9998	508/865-1421 508/865-1422	508/865-9317
<b>Virginia</b>	Area Veterinarian in Charge USDA-APHIS-VS Federal Building 400 North 8th Street, Room 726 ( <i>packages</i> ) Richmond, VA 23240-1001 PO Box 10068 ( <i>letters</i> ) Richmond, VA 23240-0068	804/343-2560	804/343-2599
<b>Washington</b>	Area Veterinarian in Charge USDA-APHIS-VS 2604 12 <sup>th</sup> Court, SW, Suite B Olympia, WA 98502	360/753-9430	360/753-9585
<b>West Virginia</b>	Area Veterinarian in Charge USDA-APHIS-VS 12927 Stonecreek Drive Pickerington, OH 43147	614/469-5602	614/866-1086
<b>Wisconsin</b>	Area Veterinarian in Charge USDA-APHIS-VS 6510 Schroeder Road, Suite 2 Madison, WI 53711	608/270-4000	608/270-4001
<b>Wyoming</b>	Area Veterinarian in Charge USDA-APHIS-VS 5353 Yellowstone Rd., Room 209 Cheyenne, WY 82009	307/772-2186	307/772-2592

FIGURE H-1-4 List of VS, AVIC (continued)



# Plant Health Emergencies

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## Website (URLs) for APHIS and PPQ Organizational Charts for Chain of Command (COC)

[http://www.aphis.usda.gov/about\\_aphis/orgchart.shtml](http://www.aphis.usda.gov/about_aphis/orgchart.shtml)

Animal Plant Health Inspection Service

<http://www.aphis.usda.gov/ppq/orgcharts/>

Plant Protection and Quarantine

<http://www.aphis.usda.gov/ppq/orgcharts/eastern.pdf>

Eastern Region Office

(2 URL listings)

<http://www.aphis.usda.gov/ppq/orgcharts/western.html>

<http://ppqwr.aphis.usda.gov/adminvisio/WR%20Org%20Chart.htm>

Western Region Office

[http://www.aphis.usda.gov/ppq/ep/pdmp\\_org.htm](http://www.aphis.usda.gov/ppq/ep/pdmp_org.htm)

Emergency and Domestic Programs

<http://www.aphis.usda.gov/ppq/orgcharts/PHP.pdf>

Plant Health Programs

<http://cphst.aphis.usda.gov/orgchart052006.pdf>

Center for Plant Health Science and Technology

<http://www.aphis.usda.gov/ppq/trade/index.html>

Smuggling/ Safeguarding Interdiction and Trade Compliance

[http://www.aphis.usda.gov/subjects/emergency\\_mgmt/oemhs\\_orgchart.pdf](http://www.aphis.usda.gov/subjects/emergency_mgmt/oemhs_orgchart.pdf)

Office of Emergency and Homeland Security

<http://www.aphis.usda.gov/lpa/>

Legislative and Public Affairs

<http://www.aphis.usda.gov/ppq/orgcharts/PDC2005.pdf>

Professional Development Center

<http://www.aphis.usda.gov/ppq/orgcharts/rms.pdf>

Resource Management Staff

For a list of contacts, please go to tab for Emergency Notification Tables

# Resources

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## Websites (URLs) for General Emergency and Safety Information

### APHIS:

[http://www.aphis.usda.gov/programs/ag\\_selectagent/index.html](http://www.aphis.usda.gov/programs/ag_selectagent/index.html)

Agricultural Select Agents and Toxins

<http://www.aphis.usda.gov/ppq/pdmp/>

Emergency and Domestic Programs

[http://www.aphis.usda.gov/ppq/ep/emerging\\_pests.html](http://www.aphis.usda.gov/ppq/ep/emerging_pests.html)

Emerging Pests homepage

<http://www.aphis.usda.gov/ppq/ep/ics/>

The Incident Command System

[http://www.aphis.usda.gov/mrpbs/safety\\_security\\_library.html](http://www.aphis.usda.gov/mrpbs/safety_security_library.html)

APHIS Safety and Health Manual Library

[http://www.aphis.usda.gov/mrpbs/safety\\_security\\_manual.html](http://www.aphis.usda.gov/mrpbs/safety_security_manual.html)

APHIS Safety and Health Manual

<http://www.aphis.usda.gov/ppq/ep/ics/docs/phers.pdf>

Standards for Plant Health Emergency Management Systems

[http://www.aphis.usda.gov/ppq/ep/ics/docs/national\\_response\\_plan.pdf](http://www.aphis.usda.gov/ppq/ep/ics/docs/national_response_plan.pdf)

The National Response Plan

### USDA:

<http://www.usda.gov/da/shmd/aware.htm>

USDA Domestic Violence Awareness Handbook

<http://www.usda.gov/oo/beprepared>

USDA employee website for emergency preparedness

<http://www.usda.gov/news/pubs/violence/wpv.htm>

USDA Handbook on Workplace Violence, Prevention and Response

[http://www.csrees.usda.gov/nea/ag\\_biosecurity/in\\_focus/apb\\_if\\_edden.html](http://www.csrees.usda.gov/nea/ag_biosecurity/in_focus/apb_if_edden.html)

Information on Agricultural and Food BioSecurity

## **Other Federal Agencies:**

<http://www.bt.cdc.gov>

Centers for Disease Control – Bioterrorism

<http://www.fema.gov>

Federal Emergency Management Agency

<http://www.dhs.gov/dhspublic/>

Department of **Homeland Security** public information

<http://www.ready.gov/>

General guidance for emergency preparedness

[http://www.opm.gov/employment\\_and\\_benefits/worklife/officialdocuments/handbooksguides/trauma/index.asp](http://www.opm.gov/employment_and_benefits/worklife/officialdocuments/handbooksguides/trauma/index.asp)

OPM Manager's Guide to Handling Traumatic Incidents in the Workplace

## **Other Agencies/ Organizations/ Resources**

<http://twotigersonline.com/resources.html>

Homeland Security quick links

<http://www.disaster-resource.com/>

Information on how to prepare for and recover from disasters

<http://www.nimsonline.com/>

National Incident Management System

<http://www.redcross.org>

Red Cross homepage

<http://www.statepublichealth.org/index.php>

State Public Health Information

## The Anthrax Threat: Video

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Printing, Distribution, Mail and Copier Solutions (PDMCS) presents the video "The Anthrax Threat." The purpose of this video is to inform you of what precautions to take in the event of an actual anthrax threat. PDMCS is offering to loan this video to any staff or group to view at its convenience. The video is approximately 20 minutes in length. If you are interested in viewing this video please contact Milton McKinney at 301-734-4482 or via e-mail at [Milton.B.McKinney@aphis.usda.gov](mailto:Milton.B.McKinney@aphis.usda.gov) to schedule an appointment to borrow the video.

## USDA APHIS PPQ Suspect Pest of Concern Communication Flow Chart

Strengthening emergency preparedness and response is a key objective in APHIS' strategic plan. Rapidly and effectively responding to emergencies – including plant pest emergency situations is a critical component of our mission. Emergency response to a suspect pest of regulatory concern encompasses not only a “hands-on” response but also effective communications. The USDA APHIS PPQ Suspect Pest of Concern Communication Flow Chart illustrates a suggested flow of information to rapidly communicate that a pest of concern has been detected.



**Note: The information on the Suspect Pest of Concern Flow Chart is not a RULE!**

**Some unspoken “rules” about making a flow chart are that:**

(1) if you make a flow chart you will find out from all that read it that “it does not work”,  
(2) or “that is not the way we do things”, (3) “only under ideal situations could the flow chart be followed as written”, and so on...

**Flow charts can also be dangerous, as follows:**

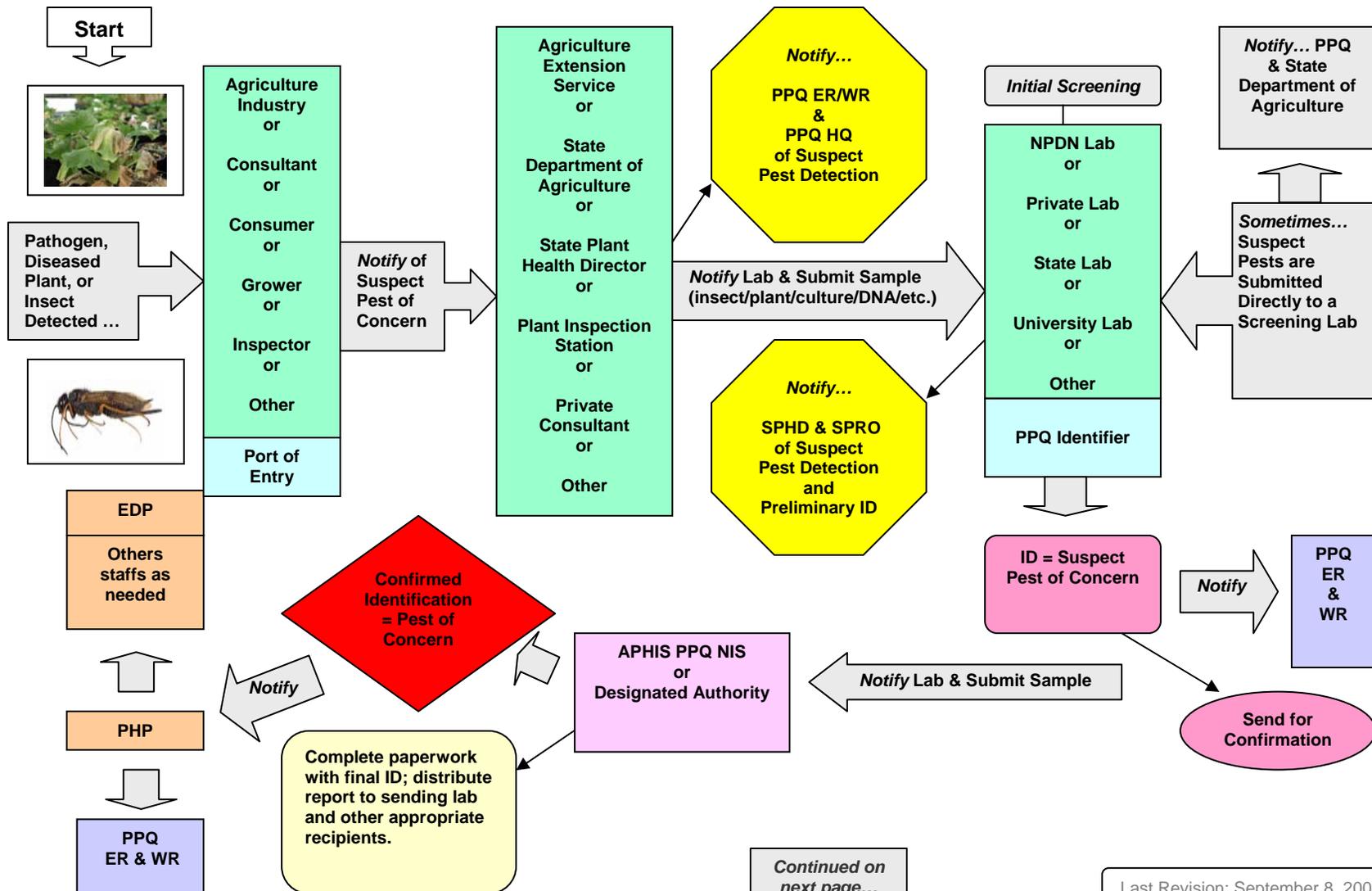
- Someone may feel that because there is a chart that they must wait to follow the entire Flow Chart, rather than using a more direct approach to communicate that a “suspect pest of concern” has been detected.
- The chart can be interpreted as rigid, ie. Step A *must* happen before Step B, before getting to Step C etc.
- May imply that there is a “rule” to be unwaveringly followed and that the rule can not be “broken”.

The Suspect Pest of Concern Communication Flow Chart is **not a rule or an operational guideline**. For example, this chart will not specifically identify the person who is responsible for sending a pest for identification, or the identification of the particular lab that is approved to receive samples for identification. There are many steps that take place in the APHIS network in cooperation with the States and other cooperating agencies, regarding pest interceptions. A one-size-fits-all flow chart is not possible; real world situations seldom fit the ideal flow chart and there are many more steps that actually take place following an actual emergency interception.

The Suspect Pest of Concern Communication Flow Chart is a **tool to stimulate discussion** between you and your co-workers and supervisor about the **best communication procedures** to employ at your work location. This is particularly useful when there are no readily available New Pest Response Guidelines.

The time to initiate discussions about the best procedure to rapidly communicate that a pest of concern has been detected is **not** when someone walks into your office with a suspect exotic pest!

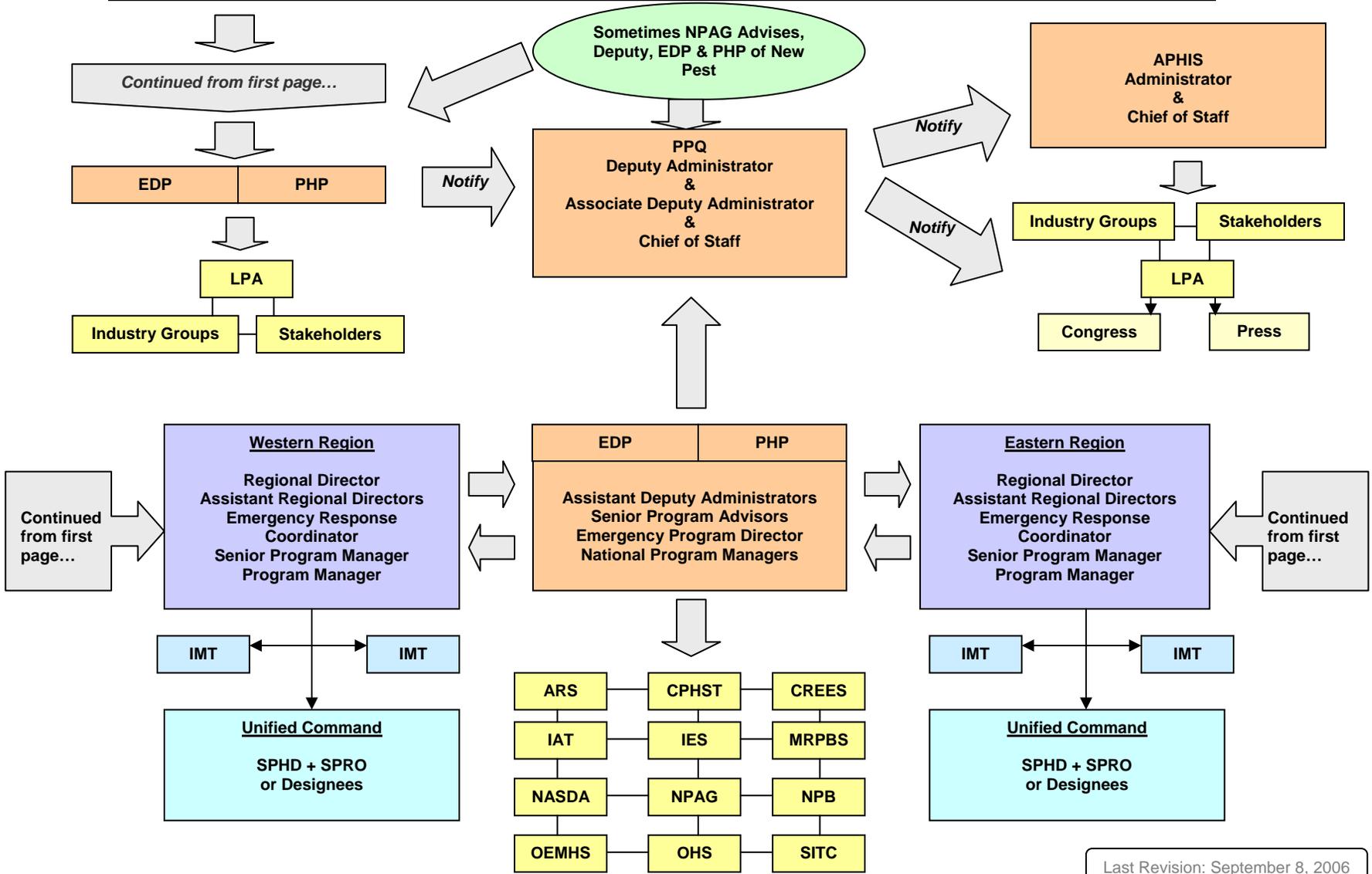
# USDA APHIS PPQ Suspect Pest of Concern Communication Flow Chart



Continued on next page...

Last Revision: September 8, 2006

# USDA APHIS PPQ Suspect Pest of Concern Communication Flow Chart



## USDA APHIS PPQ Suspect Pest of Concern Communication Flow Chart

### Description and List of Acronyms Used in this Flow Chart

<b>Acronym</b>	<b>Description</b>
APHIS	Animal and Plant Health Inspection Service
ARS	Agriculture Research Service
CPHST	Center for Plant Health Science and Technology
CSREES	Cooperative State Research, Education, and Extension Service
EDP	Emergency and Domestic Programs
ER	Eastern Region (PPQ Office in Raleigh, NC)
HQ	Headquarters (PPQ Office in Riverdale, MD)
IAT	Incident Assessment Team
ID	Identification
IES	Investigative and Enforcement Service
IMT	Incident Management Team
LPA	Legislative and Public Affairs
MRPBS	Marketing and Regulatory Programs Business Services
NASDA	National Association of State Departments of Agriculture
NIS	National Identification Services
NPAG	New Pest Advisory Group
NPB	National Plant Board
NPDN	National Plant Diagnostic Network
NPGBL	National Plant Germplasm and Biotechnology Laboratory
OEMHS	Office of Emergency Management and Homeland Security
OHS	Office of Homeland Security
PHP	Plant Health Programs
PPQ	Plant Protection and Quarantine
SITC	Smuggling Interdiction and Trade Compliance
SPHD	State Plant Health Director
SPRP	State Plant Regulatory Official
WR	Western Region (PPQ Office in Ft. Collins, CO)



## **USDA-APHIS-PPQ EMERGENCY NOTIFICATION TABLES**

The following emergency notification tables were prepared to assist employees in finding the correct person, staff, or office to contact in an emergency plant insect, plant disease, or invasive/noxious weed situation.

The tables are a functional listing of contact information and include such information as name, office, function, title, contact numbers, and email address.

The lists are not intended to be complete organizational charts for the various groups included, nor are they a complete listing of all employees in a given group or department.

All employees are encouraged to review emergency contact procedures with their Chain of Command and to familiarize themselves with the various groups within USDA-APHIS-PPQ as well as outside of the agency that are involved with emergency response.

## USDA-APHIS-PPQ EMERGENCY NOTIFICATION TABLES

TABLE #	TITLE OF TABLE
TABLE 1	USDA Animal and Plant Health Inspection Service (APHIS) Administrators' and Deputy Administrator's Office
TABLE 2	USDA-APHIS-PPQ Emergency and Domestic Programs (EDP)
TABLE 3	USDA-APHIS-PPQ Eastern Regional Office
TABLE 4	USDA-APHIS-PPQ Western Regional Office
TABLE 5	USDA-APHIS-PPQ National Programs
TABLE 6	USDA-APHIS-PPQ Incident Management Teams (IMT)
TABLE 7	USDA-APHIS-PPQ State Plant Health Directors (SPHDs)
TABLE 8	State Plant Regulatory Officials (SPROs)
TABLE 9	USDA-APHIS-PPQ Smuggling Intervention and Trade Compliance (SITC)
TABLE 10	USDA-APHIS Legislative and Public Affairs (LPA)
TABLE 11	USDA Law Enforcement Liaisons
TABLE 12	USDA-APHIS-PPQ Center for Plant Health Science and Technology (CPHST)
TABLE 13	USDA-APHIS-PPQ National Plant Germplasm Quarantine & Biotechnology Laboratory (NPGBL)
TABLE 14	USDA-APHIS-PPQ Plant Safeguarding & Pest Identification
TABLE 15	USDA-APHIS-PPQ New Pest Advisory Group (NPAG)
TABLE 16	USDA Marketing and Regulatory Programs Business Service (MRPBS)
TABLE 17	USDA-APHIS-PPQ Resource Management Staff (RMS)
TABLE 18	Additional PPQ Offices and Resources
TABLE 19	USDA Cooperative State Research, Education and Extension Service (CSREES)
TABLE 20	USDA-CSREES National Plant Diagnostic Network (NPDN)
TABLE 21	USDA Agriculture Research Service (ARS)

## USDA-APHIS-PPQ EMERGENCY NOTIFICATION TABLES

TABLE #	TITLE OF TABLE
TABLE 22	National Plant Board (NPB)
TABLE 23	National Association of State Departments of Agriculture (NASDA)
TABLE 24	USDA Office of Emergency Management and Homeland Security (OEMHS)
TABLE 25	Department of Homeland Security (DHS)
Last Update: September 10, 2006	

**Table 10. USDA-APHIS Legislative and Public Affairs**

<b>LEGISLATIVE AND PUBLIC AFFAIRS (LPA)</b>			
<b>Location</b>	<b>Name</b>	<b>Office Phone</b>	<b>E-Mail</b>
HQ	Claude Knighten	(301) 734-5271	<a href="mailto:Claude.R.Knighten@APHIS.USDA.GOV">Claude.R.Knighten@APHIS.USDA.GOV</a>
Eastern Region	Nolan Lemon	(919) 855-7008	<a href="mailto:Nolan.Lemon@APHIS.USDA.GOV">Nolan.Lemon@APHIS.USDA.GOV</a>
Western Wegion	Larry Hawkins	(916) 930-5509	<a href="mailto:Lawrence.E.Hawkins@APHIS.USDA.GOV">Lawrence.E.Hawkins@APHIS.USDA.GOV</a>
DHS	Erlinda Byrd	(202) 344-1593/76	<a href="mailto:Erlinda.Byrd@dhs.gov">Erlinda.Byrd@dhs.gov</a>
Last update: August 7, 2006			

**Table 11. USDA LAW ENFORCEMENT LIAISONS**

<b>USDA LAW ENFORCEMENT LIAISONS</b>				
<b>Name and Title</b>	<b>Agency</b>	<b>Address</b>	<b>Office Phone</b>	<b>Email</b>
Vacant, Director	USDA, APHIS, Investigative and Enforcement Services (IES)	4700 River Road, Unit 85 Riverdale, MD 20737-1234		
John Kinsella, Eastern Region Director	USDA, APHIS, IES	920 Main Campus Drive Suite 200 Raleigh, NC 27606	C: (919) 368-2516 F: (919) 855-7090 O: (919) 855-7081	<a href="mailto:John.S.Kinsella@aphis.usda.gov">John.S.Kinsella@aphis.usda.gov</a>
Tim Fordahl, Western Region Director	USDA, APHIS, IES	2150 Centre Avenue Bldg. B-3W10 Ft. Collins, CO 80526	C: (970) 420-9385 F: (970) 494-7487 O: (970) 494-7499	<a href="mailto:Timothy.R.Fordahl@aphis.usda.gov">Timothy.R.Fordahl@aphis.usda.gov</a>
Iris Hall, Special Agent in Charge	USDA, Office of the Inspector General (OIG), HQ	9-E Jamie Whitten Bldg 1400 Independence Ave. Washington DC, 20020	F: (202) 690-6305 O: (202) 720-5677	
C: Cell Phone    F: Fax    O: Office Phone				
Last update: August 7, 2006				

**Table 12. USDA-APHIS-PPQ CENTER FOR PLANT HEALTH, SCIENCE, AND TECHNOLOGY**

<b>USDA-APHIS-PPQ CENTER FOR PLANT HEALTH, SCIENCE, AND TECHNOLOGY (CPHST)</b>					
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Fax</b>	<b>Cell Phone</b>	<b>E-Mail</b>
Gordon Gordh	Director	(919) 855-7400	(919) 855-7480		<a href="mailto:Gordon.Gordh@aphis.usda.gov">Gordon.Gordh@aphis.usda.gov</a>
Alan Dowdy	Associate Director	(919) 855-7400	(919) 855-7480		<a href="mailto:Alan.K.Dowdy@aphis.usda.gov">Alan.K.Dowdy@aphis.usda.gov</a>
<b>National Program Areas and Staff</b>					
Philip Berger	National Science Program Leader, Molecular Diagnostics & Biotechnology	(919) 855-7412	(919) 855-7480	(919) 931-2510	<a href="mailto:Philip.H.Berger@aphis.usda.gov">Philip.H.Berger@aphis.usda.gov</a>
Patrick Shiel	National Science Program Staff Scientist, Molecular Diagnostics & Biotechnology	(919) 855-7416	(919) 855-7480		<a href="mailto:Patrick.J.Shiel@aphis.usda.gov">Patrick.J.Shiel@aphis.usda.gov</a>
Daniel A. Fieselman	National Science Program Leader, Survey Detection & Identification	(919) 855-7415	(919) 855-7480		<a href="mailto:Daniel.A.Fieselman@aphis.usda.gov">Daniel.A.Fieselman@aphis.usda.gov</a>
Laura Duffie	National Science Program Staff Scientist, Survey Detection & Identification	(919) 855-7420	(919) 855-7480		<a href="mailto:Laura.E.Duffie@aphis.usda.gov">Laura.E.Duffie@aphis.usda.gov</a>
Ron A. Sequeira	National Science Program Leader, Integrated Pest Management & Eradication	(919) 855-7421	(919) 855-7480	(919) 349-4425	<a href="mailto:Ron.A.Sequeira@aphis.usda.gov">Ron.A.Sequeira@aphis.usda.gov</a>
Russ Bulluck	National Science Program Staff	(919) 855-7646	(919) 855-7480	(919) 523-2219	<a href="mailto:Russ.Bulluck@aphis.usda.gov">Russ.Bulluck@aphis.usda.gov</a>

**USDA-APHIS-PPQ CENTER FOR PLANT HEALTH, SCIENCE, AND TECHNOLOGY (CPHST)**

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Fax</b>	<b>Cell Phone</b>	<b>E-Mail</b>
	Scientist, Integrated Pest Management & Eradication				
Robert Griffin	National Science Program Leader, Risk & Pathway Analysis	(919) 855-7512	(919) 855-7595	(919) 219-7516	<a href="mailto:Robert.L.Griffin@aphis.usda.gov">Robert.L.Griffin@aphis.usda.gov</a>
J. Larry Zettler	National Science Program Leader, Agricultural Quarantine Inspection & Port Technology	(919) 855-7424	(919) 855-7480		<a href="mailto:Larry.Zettler@aphis.usda.gov">Larry.Zettler@aphis.usda.gov</a>
Jeffrey Beaman	National Science Program Staff Scientist, Agricultural Quarantine Inspection & Port Technology	(919) 855-7454	(919) 855-7480		<a href="mailto:Jeffrey.M.Beaman@aphis.usda.gov">Jeffrey.M.Beaman@aphis.usda.gov</a>
Kenneth Bloem	National Biological Control Coordinator	(919) 855-7400	(919) 855-7480		<a href="mailto:kenneth.bloem@aphis.usda.gov">kenneth.bloem@aphis.usda.gov</a>
<b>CPHST Laboratories and Supporting Units</b>					
John B. Gallagher	Laboratory Director, Analytical & Natural Products Chemistry Laboratory (Gulfport, MS)	(228) 822-3111	(228) 822-3113		<a href="mailto:john.b.gallagher@aphis.usda.gov">john.b.gallagher@aphis.usda.gov</a>
Anne-Marie Callcott	Analytical & Natural Products Chemistry Laboratory – Soil Inhabiting Pests Section (Gulfport, MS)	(228) 822-3100	(228) 822-3102		<a href="mailto:anne-marie.a.callcott@aphis.usda.gov">anne-marie.a.callcott@aphis.usda.gov</a>

**USDA-APHIS-PPQ CENTER FOR PLANT HEALTH, SCIENCE, AND TECHNOLOGY (CPHST)**

Name	Position	Phone	Fax	Cell Phone	E-Mail
Robert T. Staten, Director	Laboratory Director, Decision Support & Pest Management Systems Laboratory (Phoenix, AZ)	(602) 437-1295	(602) 437-2121		<a href="mailto:robert.t.staten@aphis.usda.gov">robert.t.staten@aphis.usda.gov</a>
	Decision Support & Pest Management Systems Laboratory – APHIS Biological Control Unit (Raleigh, NC)	(919) 855-7400	(919) 855-7477		
Dr. Nicanor J. Liquido	Acting Laboratory Director, Fruit Fly Genetics and Management Laboratory (Waimanaio, HI)	(808) 541-1974	(808) 541-1985		<a href="mailto:Nicanor.J.Liquido@aphis.usda.gov">Nicanor.J.Liquido@aphis.usda.gov</a>
Timothy Holler	Fruit Fly Genetics and Management Laboratory - Gainesville Plant Protection Station (Gainesville, FL)	(352) 374-5746	(352) 374-5785		<a href="mailto:timothy.c.holler@aphis.usda.gov">timothy.c.holler@aphis.usda.gov</a>
Pedro Rendon	Fruit Fly Genetics and Management Laboratory - Guatemala Plant Protection Station (Guatemala)	011-502-331- 2036	011-502-334- 8260		<a href="mailto:pedro.rendon@aphis.usda.gov">pedro.rendon@aphis.usda.gov</a>
	Invasive Pest Management	(269) 683-3563	(269) 683-9608		

**USDA-APHIS-PPQ CENTER FOR PLANT HEALTH, SCIENCE, AND TECHNOLOGY (CPHST)**

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Fax</b>	<b>Cell Phone</b>	<b>E-Mail</b>
	Laboratory (Niles, MI)				
	National Biological Control Unit (Raleigh, NC)	(919) 855-7400	(919) 855-7477		
	National Biological Control Unit: NBCI - Florida Initiative (Tallahassee, FL)	(850) 412-7060	(850) 894-2662		
Laurene Levy	Laboratory Director, National Plant Germplasm and Biotechnology Laboratory (Beltsville, MD)	(301) 504-7100	(301) 504-8539		<a href="mailto:laurene.levy@aphis.usda.gov">laurene.levy@aphis.usda.gov</a>
Richard Hansen	National Weeds Management Laboratory (Fort Collins, CO)	(970) 494-7511	(970) 482-0924		<a href="mailto:richard.w.hansen@aphis.usda.gov">richard.w.hansen@aphis.usda.gov</a>
	National Weeds Management Laboratory: Albany Plant Protection Station	(510) 559-5825			
Paul Parker	Laboratory Director, Pest Detection, Diagnostics & Management Laboratory (Edinburg, TX)	(956) 580-7301	(956) 580-7300		<a href="mailto:paul.e.parker@aphis.usda.gov">paul.e.parker@aphis.usda.gov</a>
Vic Mastro	Laboratory Director, Pest Survey Detection	(508) 563-9303	(508) 564-4398		<a href="mailto:vic.mastro@aphis.usda.gov">vic.mastro@aphis.usda.gov</a>

**USDA-APHIS-PPQ CENTER FOR PLANT HEALTH, SCIENCE, AND TECHNOLOGY (CPHST)**

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Fax</b>	<b>Cell Phone</b>	<b>E-Mail</b>
	and Exclusion Laboratory (Otis Air National Guard Base; Cape Cod, MA				
Robert Griffin	Laboratory Director, Plant Epidemiology and Risk Analysis Laboratory (Raleigh, NC)	(919) 855-7512	(919) 855-7595	(919) 219-7516	<a href="mailto:robert.l.griffin@aphis.usda.gov">robert.l.griffin@aphis.usda.gov</a>
	Plant Epidemiology and Risk Analysis Laboratory – North (Riverdale, MD)	(301) 734-7823			
Scott Wood	Laboratory Director, Treatment Quality Assurance Unit (Raleigh, NC)	(919) 855-7400	(919) 855-7493		<a href="mailto:scott.wood@aphis.usda.gov">scott.wood@aphis.usda.gov</a>

Last update: September 9, 2006

**TABLE 13. NATIONAL PLANT GERMPLASM QUARANTINE & BIOTECHNOLOGY LABORATORY**

<b>NATIONAL PLANT GERMPLASM &amp; BIOTECHNOLOGY LABORATORY (NPGBL)</b>				
BARC-East, Bldg-580				
Beltsville, MD 20705				
<b>Name</b>	<b>Position</b>	<b>Contact Numbers</b>	<b>Pathogen/Pest Covered</b>	<b>Email</b>
Laurene Levy	Laboratory Director	O: (301) 504-7100 ext. 226 F: (301) 504-8539 C: (301) 418-1986	Laboratory conducts methods development and validation; confirmatory testing including PCR for <i>Ralstonia solanacearum</i> Race 3, biovar 2, Plum Pox Virus, Soybean Rust, <i>Phytophthora ramorum</i> , others (HLB, CVC, Potato Wart); Proficiency testing and PT panel development. Registered Select Agent Laboratory.	<a href="mailto:Laurene.Levy@aphis.usda.gov">Laurene.Levy@aphis.usda.gov</a>
Renee Devries	Plant Pathologist	O: (301) 504-7100 ext. 225 F: (301) 504-8539 C: (301) 418-1988	Quality Management, SOD Program results	<a href="mailto:Renee.M.DeVries@aphis.usda.gov">Renee.M.DeVries@aphis.usda.gov</a>
Kurt Zeller	Plant Pathologist, Mycologist	O: (301) 504-7100 ext. 236 F: (301) 504-8539 C: (301) 221-0792	SOD Detection, SBR Detection, Potato Wart	<a href="mailto:Kurt.A.Zeller@aphis.usda.gov">Kurt.A.Zeller@aphis.usda.gov</a>
Vessela Mavrodieva	Plant Pathologist, Virologist	O: (301) 504-7100 ext. 233 F: (301) 504-8539	Citrus canker detection, PPV Detection, Proficiency Panel Development and Testing	<a href="mailto:Vessela.A.Mavrodieva@aphis.usda.gov">Vessela.A.Mavrodieva@aphis.usda.gov</a>
Wenbin Li	Plant Pathologist, Bacteriologist	O: (301) 504-7100 F: (301) 504-8539	Citrus Greening and Citrus Variegated Chlorosis	<a href="mailto:Wenbin.Li@aphis.usda.gov">Wenbin.Li@aphis.usda.gov</a>
Mark Nakhla	Plant Pathologist, Virology –	O: (301) 504-7100 ext. 234	New employee; To be determined.	<a href="mailto:Mark.K.Nakhla@aphis.usda.gov">Mark.K.Nakhla@aphis.usda.gov</a>

**NATIONAL PLANT GERmplasm & BIOTECHNOLOGY LABORATORY (NPGBL)**

BARC-East, Bldg-580

Beltsville, MD 20705

Name	Position	Contact Numbers	Pathogen/Pest Covered	Email
	Germplasm	F: (301) 504-8539		
Zhaowei Liu	Plant Pathologist Mycologist	O: (301) 504-7100 F: (301) 504-8539	New employee; To be determined.	<a href="mailto:Zhaowei.Liu@aphis.usda.gov">Zhaowei.Liu@aphis.usda.gov</a>
Elizabeth Twieg	Plant Pathologist – Support Scientist	O: (301) 504-7100 F: (301) 504-8539	Technical Support	<a href="mailto:Elizabeth.N.Twieg@aphis.usda.gov">Elizabeth.N.Twieg@aphis.usda.gov</a>
Kristina Owens	Plant Biologist – Support Scientist	O: (301) 504-7100 F: (301) 504-8539	Technical Support	<a href="mailto:Kristina.J.Owens@aphis.usda.gov">Kristina.J.Owens@aphis.usda.gov</a>
Deric Picton	Plant Biologist – Support Scientist	O: (301) 504-7100 F: (301) 504-8539	Technical Support	<a href="mailto:Deric.D.Picton@aphis.usda.gov">Deric.D.Picton@aphis.usda.gov</a>
Sarika Negi	Plant Biologist – Support Scientist	O: (301) 504-7100 F: (301) 504-8539	Technical Support	<a href="mailto:Sarika.S.Negi@aphis.usda.gov">Sarika.S.Negi@aphis.usda.gov</a>
Hazel Goodwin	Laboratory Support Assistant	O: (301) 504-7100 ext. 224 F: (301) 504-8539	Administrative Support	<a href="mailto:Hazel.J.Goodwin@aphis.usda.gov">Hazel.J.Goodwin@aphis.usda.gov</a>
Ray Hastings	IT Specialist	O: (301) 504-7100 ext. 241 F: (301) 504-8539	IT Support and access controls	<a href="mailto:Ray.K.Hastings@aphis.usda.gov">Ray.K.Hastings@aphis.usda.gov</a>

F: Fax O: Office Phone

Last update: June 30, 2006

**TABLE 14. PLANT SAFEGUARDING & PEST IDENTIFICATION**

<b>PLANT SAFEGUARDING &amp; PEST IDENTIFICATION</b>					
<b>Name</b>	<b>Position</b>	<b>Duty Location</b>	<b>Contact Numbers</b>	<b>Pathogen, Pest, Program</b>	<b>Email</b>
Murali Bandla	Director	4700 River Road Riverdale, MD 20737	O: (301) 734-5312 F: (301) 734-5276		<a href="mailto:Murali.bandla@aphis.usda.gov">Murali.bandla@aphis.usda.gov</a>
Joseph Cavey	Branch Chief, NIS	4700 River Road Riverdale, MD 20737	O: (301) 734-8547 F: (301) 734-4300		<a href="mailto:Joseph.F.Cavey@aphis.usda.gov">Joseph.F.Cavey@aphis.usda.gov</a>
Mary Palm	Director, Morphological, Molecular, and Biochemical Diagnostic Laboratory (MMBDL), Mycologist	Rm. 329, B-011A, BARC-West Beltsville, MD 20705-2350	O: (301) 504-5327 F: (301) 504-5810	Fungi	<a href="mailto:Mary.Palm@aphis.usda.gov">Mary.Palm@aphis.usda.gov</a>
John McKemy	Plant Pathologist	Rm. 331, Bldg. 011A, BARC-West Beltsville, MD 20705-2350	O: (301) 504-5280 F: (301) 504-5810	Fungi	<a href="mailto:John.McKemy@aphis.usda.gov">John.McKemy@aphis.usda.gov</a>
Rodney Young	Botanist	Bldg. 580, BARC- East Beltsville, MD 20705	O: (301) 504-8605 ext. 254 F: (301) 504-8539	Seed/weeds	<a href="mailto:Rodney.W.Young@aphis.usda.gov">Rodney.W.Young@aphis.usda.gov</a>
David Bitzel	Botanist	Bldg. 580, BARC- East Beltsville, MD 20705	O: (301) 504-8605 ext. 256 F: (301) 504-8539	Seed/weeds	<a href="mailto:David.F.Bitzel@aphis.usda.gov">David.F.Bitzel@aphis.usda.gov</a>
Gregory Evans	Entomologist	c/o Systematic Entomology Laboratory USDA/ARS/BARC-	O: 301) 504-5894 F: (301) 504-6482	Insects	<a href="mailto:Gregory.A.Evans@aphis.usda.gov">Gregory.A.Evans@aphis.usda.gov</a>

**PLANT SAFEGUARDING & PEST IDENTIFICATION**

<b>Name</b>	<b>Position</b>	<b>Duty Location</b>	<b>Contact Numbers</b>	<b>Pathogen, Pest, Program</b>	<b>Email</b>
		West, Building 005 Beltsville, MD 20705			
Steven Passoa	Entomologist	Ohio State University	O: (614) 688-4471 F: (614) 688-4487	Lepidoptera	<a href="mailto:Steven.C.Passoa@aphis.usda.gov">Steven.C.Passoa@aphis.usda.gov</a>
David Robinson	Malacologist	1900 Ben Franklin Parkway Philadelphia, PA 19103-1195	O: (215) 299-1175 F: (215) 567-7229	Mollusks	<a href="mailto:David.G.Robinson@aphis.usda.gov">David.G.Robinson@aphis.usda.gov</a>
Mark Thurmond	Botanist	4700 River Road Riverdale, MD 20737	O: (301)734-8891 F: (301)734-5269 C: (301) 252-2849	CITES Material	<a href="mailto:Thomas.M.Thurmond@aphis.usda.gov">Thomas.M.Thurmond@aphis.usda.gov</a>
Joseph Foster	Program Manager, NPGQC	Bldg. 580, BARC- East Beltsville, MD 20705	O: (301) 504-7100 F: (301) 504-8539	Plant Germplasm Quarantine- Rice,grass,s ugarcane, stone fruits, potatoes, sweet potatoes, grapes	<a href="mailto:Joseph.A.Foster@aphis.usda.gov">Joseph.A.Foster@aphis.usda.gov</a>
Pamella Waterworth		Bldg. 580, BARC- East Beltsville, MD 20705	O: (301) 504-8141 ext. 2 F: (301) 504-8539	Post Entry Quarantine Program	<a href="mailto:Pamela.Waterworth@aphis.usda.gov">Pamela.Waterworth@aphis.usda.gov</a>
Bud Petit de Mange	Manager, Policy and Support	4700 River Road Riverdale, MD 20737	O: (301) 734-7839 F: (301) 734-5276 C: (301) 503-8537	Plant Inspection Station Policy and Support	<a href="mailto:Bud.Petitdemange@aphis.usda.gov">Bud.Petitdemange@aphis.usda.gov</a>

**PLANT SAFEGUARDING & PEST IDENTIFICATION**

<b>Name</b>	<b>Position</b>	<b>Duty Location</b>	<b>Contact Numbers</b>	<b>Pathogen, Pest, Program</b>	<b>Email</b>
Jose Ceballos		Bldg. 580, BARC- East Beltsville, MD 20705	O: (301) 504-8141 ext. 1 F: (301) 504-8539 C: (240) 475-6996	Beltsville Inspection Station	<a href="mailto:Jose.Ceballos@aphis.usda.gov">Jose.Ceballos@aphis.usda.gov</a>
F: Fax    O: Office Phone					
Last update: August 10, 2006					

**TABLE 15. USDA-APHIS-PPQ NEW PEST ADVISORY GROUP**

<b>USDA-APHIS-PPQ NEW PEST ADVISORY GROUP (NPAG)</b>					
1730 Varsity Drive, Suite 300					
Raleigh, NC 27606					
<b>Name</b>	<b>Position</b>	<b>Office</b>	<b>Fax</b>	<b>Cell</b>	<b>E-Mail</b>
Brian M. Spears (Entomologist)	Chairperson	(919) 855-7527	(919) 855-7595		<a href="mailto:brian.m.spears@aphis.usda.gov">brian.m.spears@aphis.usda.gov</a>
Keith Colpetzer (Entomologist)	Executive Sceretary	(919) 855-7640	(919) 855-7599		<a href="mailto:keith.colpetzer@aphis.usda.gov">keith.colpetzer@aphis.usda.gov</a>
Main NPAG Email					<a href="mailto:npag@aphis.usda.gov">npag@aphis.usda.gov</a>
Last update: September 9, 2006					

**Table 16. MARKETING AND REGULATORY PROGRAMS BUSINESS SERVICES**

<b>Marketing and Regulatory Programs Business Services (MRPBS)</b>				
<b>Name/Position</b>	<b>Position</b>	<b>Location</b>	<b>Contact Numbers</b>	<b>E-Mail</b>
Julie Cooper	Special Assistant to the Deputy Administrator	Washington, DC	O: (301) 734-7742 F: (301) 734-5403	<a href="mailto:Julie.F.Cooper@aphis.usda.gov">Julie.F.Cooper@aphis.usda.gov</a>
F: Fax    O: Office Phone				
Last update: April 22, 2005				

**Table 17. USDA-APHIS-PPQ Resource Management Staff**

<b>Resource Management Staff (RMS)</b>			
<b>Name</b>	<b>Position</b>	<b>Office Phone</b>	<b>E-Mail</b>
Terri Burrell	Director	O: (301) 734-5575 F: (301) 734-8434 C: (202) 251-2041	<a href="mailto:Terri.D.Burrell@aphis.usda.gov">Terri.D.Burrell@aphis.usda.gov</a>
Martin Torrez	Management Analyst	O: (301) 734-5229 F: (301) 734-8434 C: (202) 251-8317	<a href="mailto:Martin.L.Torrez@aphis.usda.gov">Martin.L.Torrez@aphis.usda.gov</a>
Sherry Parsons	Financial Manager	O: (301) 734-5660 F: (301) 734-8434 C: (202) 535-9839	<a href="mailto:Sherry.L.Parsons@aphis.usda.gov">Sherry.L.Parsons@aphis.usda.gov</a>
C: Cell Phone   F: Fax   O: Office Phone			
Last update: August 16, 2006			

**Table 18. ADDITIONAL PPQ OFFICES AND RESOURCES**

<b>ADDITIONAL PPQ OFFICES AND RESOURCES</b>				
<b>Name/Position</b>	<b>Department</b>	<b>Location</b>	<b>Contact Numbers</b>	<b>E-Mail</b>
<b>Professional Development Center</b>				
William Wade, Director	Professional Development Staff	Frederick, MD	C: (301) 748-8057 F: (301) 663-3240 O: (240) 629-1900	<a href="mailto:William.O.Wade@aphis.usda.gov">William.O.Wade@aphis.usda.gov</a>
Dawn Wade*, Senior Training Specialist	Professional Development Staff	Frederick, MD	F: (301) 663-3240 O: (240) 629-1900	<a href="mailto:Dawn.A.Wade@aphis.usda.gov">Dawn.A.Wade@aphis.usda.gov</a>
<b>Plant Health Programs</b>				
Alan Green, Executive Director	Plant Health Programs	Riverdale, MD	F: (301) 734-3396 O: (301) 734-8261	<a href="mailto:Alan.S.Green@aphis.usda.gov">Alan.S.Green@aphis.usda.gov</a>
Jane Levy, Associate Executive Director	Plant Health Programs, Office of the Executive Director	Riverdale, MD	F: (301) 734-5269 O: (301) 734-8261 O: (301) 734-8259	<a href="mailto:Jane.E.Levy@aphis.usda.gov">Jane.E.Levy@aphis.usda.gov</a>
Mike Lidsky, Special Assistant to the Deputy Administrator	Plant Health Programs, Office of the Executive Director	Riverdale, MD	C: (301) 252-9308 F: (301) 734-8693 O: (301) 734-8261	<a href="mailto:Michael.A.Lidsky@aphis.usda.gov">Michael.A.Lidsky@aphis.usda.gov</a>
Joan Sills, Associate Executive Director (IS)	Plant Health Programs, Office of the Executive Director	Riverdale, MD	O: (301) 734-8261	<a href="mailto:Joan.Sills@aphis.usda.gov">Joan.Sills@aphis.usda.gov</a>
Alison Young, Program Data Manager	Program Data Management & Analysis (also ePermits)	Riverdale, MD	O: (301) 734-3821 O: (301) 734-5226	<a href="mailto:Alison.I.Young@aphis.usda.gov">Alison.I.Young@aphis.usda.gov</a>
Bill Thomas, Director	Quarantine Policy, Analysis & Support	Riverdale, MD	C: (240) 731-5075 F: (301) 734-5269 O: (301) 734-8295 O: (301) 734-5214	<a href="mailto:William.E.Thomas@aphis.usda.gov">William.E.Thomas@aphis.usda.gov</a>
Craig Fedchock, Director	Phytosanitary Issues	Riverdale, MD	O: (301) 734-8262	<a href="mailto:Craig.fedchock@aphis.usda.gov">Craig.fedchock@aphis.usda.gov</a>

## ADDITIONAL PPQ OFFICES AND RESOURCES

Name/Position	Department	Location	Contact Numbers	E-Mail
	Management			
Vacant, Director	Information Technology Development & Coordination	Riverdale, MD	O: (301) 734-3821	
Mike Firko, Director	Permits, Registrations, Imports & Manuals (also Ag. Bioterrorism Regulations, ePermits)	Riverdale, MD	F: (301) 734-4300 O: (301) 734-8758 O: (301) 734-8760	<a href="mailto:Michael.J.Firko@aphis.usda.gov">Michael.J.Firko@aphis.usda.gov</a>
R. Samuel Johnson, Branch Chief	Permit Services	Riverdale, MD	O: (301) 734-8758	<a href="mailto:Robert.S.Johnson@aphis.usda.gov">Robert.S.Johnson@aphis.usda.gov</a>
Robert Flanders, Branch Chief	Pest Permit Evaluations (also Pest Containment Facilities)	Riverdale, MD	O: (301) 734-8758	<a href="mailto:Robert.Flanders@aphis.usda.gov">Robert.Flanders@aphis.usda.gov</a>
Charles Divan, Agr. Microbiologist	Select Agent Program	Riverdale, MD	O: (301) 734-5663 F: (301) 734-8700	<a href="mailto:Charles.L.Divan@aphis.usda.gov">Charles.L.Divan@aphis.usda.gov</a>
Gwen Burnett, Compliance Officer	Select Agent Program	Riverdale, MD	O: (301) 734-7211	<a href="mailto:Gwendolyn.L.Burnett@aphis.usda.gov">Gwendolyn.L.Burnett@aphis.usda.gov</a>
Larry McDaniel, Compliance Officer	Select Agent Program	Riverdale, MD		<a href="mailto:Larry.McDaniel@aphis.usda.gov">Larry.McDaniel@aphis.usda.gov</a>
Shirley Wager-Page, Branch Chief	Commodity Import Analysis & Operation	Riverdale, MD	O: (301) 734-8758	<a href="mailto:Shirley.A.Wager-Page@aphis.usda.gov">Shirley.A.Wager-Page@aphis.usda.gov</a>
John Patterson, Branch Chief	Manuals Unit	Frederick, MD		<a href="mailto:John.Patterson@aphis.usda.gov">John.Patterson@aphis.usda.gov</a>
Murali Bandla, Director	Plant Safeguarding & Pest Identification	Riverdale, MD	O: (301) 734-5312 F: (301) 734-5276	<a href="mailto:Murali.Bandla@aphis.usda.gov">Murali.Bandla@aphis.usda.gov</a>
Matthew Rhoads, Program Manager	Planning, Analysis & Regulatory Coordination	Riverdale, MD	O: (301) 734-7601	<a href="mailto:Matthew.Rhoads@aphis.usda.gov">Matthew.Rhoads@aphis.usda.gov</a>
Leslie Rubin	Plant Health Programs, Environmental Compliance	Riverdale, MD	O: (301) 734-5402	<a href="mailto:Leslie.Rubin@aphis.usda.gov">Leslie.Rubin@aphis.usda.gov</a>
Maurine Bell, Director	Veterinary Regulatory Support	Riverdale, MD	O: (301) 734-7633	<a href="mailto:Maurine.Bell@aphis.usda.gov">Maurine.Bell@aphis.usda.gov</a>

## ADDITIONAL PPQ OFFICES AND RESOURCES

Name/Position	Department	Location	Contact Numbers	E-Mail
<b>Policy and Program Development</b>				
Kenneth Seeley, Director	Environmental Services	Riverdale, MD	O: (301) 734-4334	<a href="mailto:Kenneth.Seeley@aphis.usda.gov">Kenneth.Seeley@aphis.usda.gov</a>
Susan O'Toole	Environmental Monitoring, Pesticide Registration Issues	Riverdale, MD	F: (301) 734-5992 O: (301) 734-5861	<a href="mailto:Susan.J.O'Toole@aphis.usda.gov">Susan.J.O'Toole@aphis.usda.gov</a>
Tracy Horner, Ecologist	Environmental Services	Riverdale, MD	O: (301) 734-5213 F: (301) 734-3640	<a href="mailto:Tracy.horner@aphis.usda.gov">Tracy.horner@aphis.usda.gov</a>
Jack Edmundson	Environmental Services	Riverdale, MD		<a href="mailto:Jack.Edmundson@aphis.usda.gov">Jack.Edmundson@aphis.usda.gov</a>
James Writer, Environmental Monitoring Team Leader	Emergency and Domestic Programs	Riverdale, MD	O: (301) 734-7121	<a href="mailto:James.Writer@aphis.usda.gov">James.Writer@aphis.usda.gov</a>
<b>Emergency and Domestic Programs</b>				
Joel Floyd	Emergency Program Manual/ New Pest Response Guidelines	Riverdale, MD	O: (301) 734-4396	<a href="mailto:Joel.Floyd@aphis.usda.gov">Joel.Floyd@aphis.usda.gov</a>
Michael Stefan	Fruit Fly Exclusion & Detection Programs	Riverdale, MD	O: (301) 734-7338	<a href="mailto:Michael.Stefan@aphis.usda.gov">Michael.Stefan@aphis.usda.gov</a>
Wayne Burnett	Fruit Fly Exclusion & Detection Programs	Riverdale, MD	O: (301) 734-6553	<a href="mailto:Wayne.Burnett@aphis.usda.gov">Wayne.Burnett@aphis.usda.gov</a>
Osama El-Lissy	Emergency Response Coordinator	Riverdale, MD	O: (301) 734-4387	<a href="mailto:Osama.A.El-Lissy@aphis.usda.gov">Osama.A.El-Lissy@aphis.usda.gov</a>
Erich Rudyj, Team Leader	Policy, Planning & Critical Issues	Riverdale, MD	F: (301) 734-3396 O: (301) 734-7601 O: (301) 734-6748	<a href="mailto:Erich.S.Rudyj@aphis.usda.gov">Erich.S.Rudyj@aphis.usda.gov</a>
*Denotes: Member of Incident Command System Implementation Team				
C: Cell Phone    F: Fax    O: Office Phone    P: Pager				
Last update: September 10, 2006				



**Table 19. COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE**

<b>COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE (CSREES)</b>				
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Contact Numbers</b>	<b>E-mail</b>
Colien Hefferan	Administrator	Washington, DC	O: (202) 720-4423 F: (202) 720-8987	<a href="mailto:chefferan@csrees.usda.gov">chefferan@csrees.usda.gov</a>
Larry Miller (acting)	Associate Administrator	Washington		<a href="mailto:lmiller@csrees.usda.gov">lmiller@csrees.usda.gov</a>
Betty Lou Gilliland	Assistant Administrator for Management and Policy	Washington	O: (202) 720-5506 F: (202) 720-8987	<a href="mailto:bgilliland@csrees.usda.gov">bgilliland@csrees.usda.gov</a>
A.J. Dye	Assistant Administrator for Program and Analysis	Washington	O: (202) 690-0745 F: (202) 720-8987	<a href="mailto:adye@csrees.usda.gov">adye@csrees.usda.gov</a>
James Spurling	Assistant Administrator for Public Liaison	Washington	O: (202) 720-8187 F: (202) 720-8987	<a href="mailto:jspurling@csrees.usda.gov">jspurling@csrees.usda.gov</a>
Ralph Otto	Deputy Administrator, Plant and Animal Systems	CSREES, USDA 800 9th SW Waterfront Center Washington DC 20024	O: (202) 720-5877 F: (202) 401-4888	<a href="mailto:rotto@csrees.usda.gov">rotto@csrees.usda.gov</a>
Kitty Cardwell	National Program Leader, Plant Pathology	CSREES, USDA 800 9th SW Waterfront Center Washington DC 20024	C: (202) 368-6515 F: (202) 401-6156  O: (202) 401-1790	<a href="mailto:kcardwell@csrees.usda.gov">kcardwell@csrees.usda.gov</a>
Bill Hoffman	National Program Leader, Ag Homeland Security Plant & Animal Systems	CSREES, USDA 800 9th SW Waterfront Center Washington DC 20024	O: (202) 401-1112	<a href="mailto:whoffman@csrees.usda.gov">whoffman@csrees.usda.gov</a>
C: Cell Phone    F: Fax    H: Home Phone    O: Office Phone				
Last update: September 9, 2006				

**Table 1. ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
ADMINISTRATOR AND DEPUTY ADMINISTRATOR'S OFFICE**

<b>ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS) ADMINISTRATOR AND DEPUTY ADMINISTRATOR'S OFFICE</b>				
Jamie Whitten Building 14 <sup>th</sup> and Independence Ave., SW				
Washington, DC 20250				
<b>Name</b>	<b>Position</b>	<b>Office</b>	<b>Fax</b>	<b>E-Mail</b>
W. Ron DeHaven	Administrator	(202) 720-3668	(202) 720-3054	<a href="mailto:Ron.DeHaven@aphis.usda.gov">Ron.DeHaven@aphis.usda.gov</a>
Beth Gaston	Chief of Staff	(202) 720-1305	(202) 720-3054	<a href="mailto:Beth.E.Gaston@aphis.usda.gov">Beth.E.Gaston@aphis.usda.gov</a>
Richard Dunkle	PPQ Deputy Administrator	(202) 720-5601	(202) 690-0472	<a href="mailto:Richard.L.Dunkle@aphis.usda.gov">Richard.L.Dunkle@aphis.usda.gov</a>
Paul Eggert	Associate Deputy Administrator	(202) 720-4441	(202) 690-0472	<a href="mailto:Paul.R.Eggert@aphis.usda.gov">Paul.R.Eggert@aphis.usda.gov</a>
John Payne	Assistant to the Deputy Administrator	(202) 720-3321	(202) 690-0472	<a href="mailto:John.H.Payne@aphis.usda.gov">John.H.Payne@aphis.usda.gov</a>
Paula Henstridge	Special Assistant to the Deputy Administrator	(202) 720-1737	(202) 720-8535	<a href="mailto:Paula.Henstridge@aphis.usda.gov">Paula.Henstridge@aphis.usda.gov</a>
Carol Payne	Office of the Deputy Administrator	(202) 720-5601	(202) 690-0472	<a href="mailto:Carol.A.Payne@aphis.usda.gov">Carol.A.Payne@aphis.usda.gov</a>
Chauncie Robinson	Office of the Deputy Administrator	(202) 720-4441	(202) 690-0472	<a href="mailto:Chauncie.C.Cato@aphis.usda.gov">Chauncie.C.Cato@aphis.usda.gov</a>
Last update: September 8, 2006				

**TABLE 20. USDA-CSREES NATIONAL PLANT DIAGNOSTIC NETWORK**

<b>NATIONAL PLANT DIAGNOSTIC NETWORK (NPDN)</b>					
<b>Name</b>	<b>Position</b>	<b>Region</b>	<b>Location of Regional Hub</b>	<b>Phone</b>	<b>E-mail</b>
George Hudler	Director	Northeast	Cornell University	(607) 255-7848	<a href="mailto:gwh2@cornell.edu">gwh2@cornell.edu</a>
Karen Snover-Clift	Center Coordinator	Northeast	Cornell University	(607) 255-7850	<a href="mailto:kls13@cornell.edu">kls13@cornell.edu</a>
Karen Scott	Information Technology	Northeast	Cornell University		<a href="mailto:Kas8@cornell.edu">Kas8@cornell.edu</a>
Robert J. McGovern	Director	Southern	University of Florida	(352) 392-3631 ext. 210	<a href="mailto:rjm@mail.ifas.ufl.edu">rjm@mail.ifas.ufl.edu</a>
Richard E. Cullen	Center Coordinator	Southern	University of Florida	(352) 392-3631 ext. 210	<a href="mailto:recullen@ufl.edu">recullen@ufl.edu</a>
Richard Bostock	Director	Western	University of California, Davis	(503) 752-0308	<a href="mailto:rmbostock@ucdavis.edu">rmbostock@ucdavis.edu</a>
Carla Thomas	Deputy Director	Western	University of California, Davis	(530) 754-2255 (530) 304-0689	<a href="mailto:cthomas@ucdavis.edu">cthomas@ucdavis.edu</a>
Richard Hoenisch	Training Coordinator	Western	University of California, Davis	(530) 754-2255	<a href="mailto:rwhoenisch@ucdavis.edu">rwhoenisch@ucdavis.edu</a>
Andrew Coggeshall	IT Manager	Western	University of California, Davis	(530) 754-4404	<a href="mailto:acoggeshall@ucdavis.edu">acoggeshall@ucdavis.edu</a>
Ray Hammerschmidt	Director	North Central	Michigan State University	(517) 353-8645	<a href="mailto:hammers1@msu.edu">hammers1@msu.edu</a>
Jan Byrne	Center Coordinator	North Central	Michigan State University	(530) 304-0689	<a href="mailto:byrnejm@msu.edu">byrnejm@msu.edu</a>
Jim Stack	Director	Great Plains	Kansas State University	(785) 532-1388	<a href="mailto:jstack@ksu.edu">jstack@ksu.edu</a>
Ned Tisserat	Associate Director, Diagnostics	Great Plains	Kansas State University	(970) 491-6527	<a href="mailto:ned.tisserat@colostate.edu">ned.tisserat@colostate.edu</a>

**NATIONAL PLANT DIAGNOSTIC NETWORK (NPDN)**

<b>Name</b>	<b>Position</b>	<b>Region</b>	<b>Location of Regional Hub</b>	<b>Phone</b>	<b>E-mail</b>
Will Baldwin	Associate Director; Information Technology	Great Plains	Kansas State University	(785) 532-6270	<a href="mailto:wbaldwin@oznet.ksu.edu">wbaldwin@oznet.ksu.edu</a>
Southern Region States/Protectorate: CT, DE, MA, ME, MD, NH, NJ, NY, PA, RI, VT, WV					
Western Region States/Protectorates: AK, AZ, CA, HI, ID, NM, NV, OR, UT, WA, American Samoa, Guam, Marshall Islands, Northern Marianas, Palau, Saipan, Taipan					
North Central Region States: IA, IL, IN, MI, MN, MO, OH, WI					
Great Plains Region States: CO, KS, MT, NE, ND, OK, SD, TX, WY					
Last update: September 9, 2006					

**Table 21. USDA AGRICULTURE RESEARCH SERVICE (ARS)**

<b>AGRICULTURE RESEARCH SERVICE (ARS)</b>					
<b>Duty Station</b>	<b>Name</b>	<b>Position</b>	<b>Research areas</b>	<b>Contact Numbers</b>	<b>E-Mail</b>
FL	Timothy Gottwald	Research Leader	Subtropical Plant Pathology Research; Domestic, Exotic and Emerging Diseases of Citrus, Vegetables, and Ornamentals; Soybean Rust	O: (772) 462-5883 F: (772) 462-5986	<a href="mailto:tgottwald@ushrl.ars.usda.gov">tgottwald@ushrl.ars.usda.gov</a>
MD	Gary Peterson	Biologist	Karnal Bunt	O: (301) 619-7313	<a href="mailto:gary.peterson@ars.usda.gov">gary.peterson@ars.usda.gov</a>
MD	Morris Bonde	Research Plant Pathologist	Karnal Bunt; Soybean Rust	O: (301) 619-2343	<a href="mailto:morris.bonde@ars.usda.gov">morris.bonde@ars.usda.gov</a>
KY	Robert Bowden	Supervisory Research Plant Pathologist	Karnal Bunt	O: (785) 532-2368	<a href="mailto:robert.bowden@gmprc.ksu.edu">robert.bowden@gmprc.ksu.edu</a>
MD	Reid Frederick	Research Molecular Biologist	Karnal Bunt; Soybean Rust	O: (301) 619-7386	<a href="mailto:reid.frederick@ars.usda.gov">reid.frederick@ars.usda.gov</a>
ID	Blair Goates	Plant Pathologist	Karnal Bunt	O: (208) 397-4162 ext. 271	<a href="mailto:bgoates@uidaho.edu">bgoates@uidaho.edu</a>
MD	Doug Luster	Research Leader	Karnal Bunt; Soybean Rust	O: (301) 619-7344	<a href="mailto:doug.luster@ars.usda.gov">doug.luster@ars.usda.gov</a>
MD	Norman Schaad	Research Plant Pathologist	Karnal Bunt; Citrus	O: (301) 619-2847	<a href="mailto:norman.schaad@ars.usda.gov">norman.schaad@ars.usda.gov</a>
MD	John Hartung	Acting Research Leader	Citrus; Ralstonia	O: (301) 504-6571	<a href="mailto:hartungj@ba.ars.usda.gov">hartungj@ba.ars.usda.gov</a>
MD	Ing Ming Lee	Research Plant Pathologist	Ralstonia	O: (301) 504-6024	<a href="mailto:leeim@ba.ars.usda.gov">leeim@ba.ars.usda.gov</a>

## AGRICULTURE RESEARCH SERVICE (ARS)

MD	Nina Shishkoff	Research Plant Pathologist	Phytophthora ramorum	O: (301) 619-2877	<a href="mailto:nina.shishkoff@ars.usda.gov">nina.shishkoff@ars.usda.gov</a>
OR	Robert Lindermann	Research Plant Pathologist	Phytophthora ramorum	O: (541) 738-4062	<a href="mailto:lindermr@science.oregonstate.edu">lindermr@science.oregonstate.edu</a>
OH	James Locke	Research Plant Pathologist	Phytophthora ramorum	O: (419) 530-1595	<a href="mailto:james.locke@utoledo.edu">james.locke@utoledo.edu</a>

F: Fax O: Office Phone

Last update: September 10, 2006

**TABLE 22. NATIONAL PLANT BOARD (NPB)**

<b>NATIONAL PLANT BOARD (NPB)</b>					
<b>Name</b>	<b>Position</b>	<b>NPB Region</b>	<b>Office</b>	<b>Fax</b>	<b>E-Mail</b>
<b>National Officers</b>					
Ken Rauscher, MI	President	US	(517) 373-4087	(517) 335-4540	<a href="mailto:rauscher@michigan.gov">rauscher@michigan.gov</a>
Gray Haun, TN	Vice-President	US	(615) 837-5338	(615) 837-5246	<a href="mailto:Walker.Haun@state.tn.us">Walker.Haun@state.tn.us</a>
Carl Schulze	Secretary-Treasurer	US	(609) 292-5441	(609) 292-4710	<a href="mailto:Carl.schulze@ag.state.nj.us">Carl.schulze@ag.state.nj.us</a>
<b>Central Plant Board Officers</b>					
Kevin Fridley, SD	President	Central	(605) 773-3796	(605) 773-3481	<a href="mailto:kevin.fridley@state.sd.us">kevin.fridley@state.sd.us</a>
Geir Friisoe, MN	Vice-President	Central	(651) 297-7174	(651) 296-7386	<a href="mailto:geir.friisoe@state.mn.us">geir.friisoe@state.mn.us</a>
Tom Harrison, OH	Secretary-Treasurer	Central	(614) 728-6400	(614) 728-6453	<a href="mailto:tharrison@odant.agri.state.oh.us">tharrison@odant.agri.state.oh.us</a>
<b>Eastern Plant Board Officers</b>					
Ann Gibbs, ME	President	Eastern	(207) 287-7602	(207) 624-5025	<a href="mailto:ann.gibbs@state.me.us">ann.gibbs@state.me.us</a>
Walt Blosser, PA	President-Elect	Eastern	(717) 772-5222	(717) 783-3275	<a href="mailto:wblosser@state.pa.us">wblosser@state.pa.us</a>
Carol Holko, MD	Secretary-Treasurer	Eastern	(410) 841-5920	(410) 841-5835	<a href="mailto:Holkoca@mda.state.md.us">Holkoca@mda.state.md.us</a>
<b>Southern Plant Board Officers</b>					
Gray Haun, TN	President	Southern	(615) 837-5338	(615) 837-5246	<a href="mailto:Walker.haun@state.tn.us">Walker.haun@state.tn.us</a>
Gene Cross, NC	Vice-President	Southern	(919) 733-6930	(919) 733-1041	<a href="mailto:Gene.Cross@ncmail.net">Gene.Cross@ncmail.net</a>
Sancho Dickinson, OK	Secretary-Treasurer	Southern	(450) 521-3864	(450) 522-4584	<a href="mailto:sdickins@oda.state.ok.us">sdickins@oda.state.ok.us</a>
<b>Western Plant Board Officers</b>					
Brad White, WA	President	Western	(360) 902-2071	(360) 902-2094	<a href="mailto:bwhite@agr.wa.gov">bwhite@agr.wa.gov</a>
Lyle Wong, HI	Vice-President	Western	(808) 973-9535	(808) 973-9533	<a href="mailto:lwongpi@yahoo.com">lwongpi@yahoo.com</a>

## NATIONAL PLANT BOARD (NPB)

Name	Position	NPB Region	Office	Fax	E-Mail
Mitch Yergert, CO	Secretary	Western	(303) 239-4140	(303) 239-4177	<a href="mailto:mitchell.yergert@ag.state.co.us">mitchell.yergert@ag.state.co.us</a>
John Caravetta, AZ	Treasurer	Western	(602) 542-0996	(602) 542-0999	<a href="mailto:john.caravetta@agric.state.az.us">john.caravetta@agric.state.az.us</a>

Central Plant Board States: IL, IN, IA, KS, KY, MI, MN, MO, ND, NE, OH, SD, WI

Eastern Plant Board States: CT, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VT, WV

Southern Plant Board States/Protectorate: AL, AR, FL, GA, LA, MS, NC, OK, SC, TN, TX, VA, Puerto Rico

Western Plant Board States: AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, WY

Last update: August 30, 2006

**TABLE 23. NATIONAL ASSOCIATION OF STATE DEPARTMENTS OF AGRICULTURE**

<b>NATIONAL ASSOCIATION OF STATE DEPARTMENTS OF AGRICULTURE (NASDA)</b>					
1156 15th Street, N.W., Suite 1020					
Washington, D.C. 20005-1711					
<b>Name</b>	<b>Position</b>	<b>NASDA Region</b>	<b>Office</b>	<b>Fax</b>	<b>E-Mail</b>
Orlo (Bob) Ehart	Animal and Plant Health Safeguarding Coordinator; NASDA APHIS Contact	US	(202) 296-9680 ext. 214	(202) 296-9686	<a href="mailto:bob@nasda.org">bob@nasda.org</a>
Northeastern States: CT, DE, MA, ME, NH, NJ, NY, PA, RI, VT					
Southern States/Protectorates: AL, AR, FL, GA, KY, LA, MD, MS, NC, OK, SC, TN, TX, VA, WV, Puerto Rico, Virgin Islands					
Midwestern States: IA, IL, IN, KS, MI, MN, MO, ND, NE, OH, SD, WI					
Western States/Protectorates: AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, WY, American Samoa, Guam					
Last update: September 9, 2006					

**Table 24. USDA-APHIS-OA OFFICE OF EMERGENCY MANAGEMENT  
AND HOMELAND SECURITY**

<b>USDA-APHIS-OA OFFICE OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY (OEMHS)</b>					
4700 River Road					
Riverdale, MD 20737					
<b>Name</b>	<b>Position</b>	<b>Office</b>	<b>Fax</b>	<b>Cell</b>	<b>E-Mail</b>
Joseph Frick	Director	(301)436-3166	(301) 734-3123	(240) 381-5126	<a href="mailto:Joseph.J.Frick@aphis.usda.gov">Joseph.J.Frick@aphis.usda.gov</a>
Eileen Cleary	Staff Assistant	(301) 436-3190			<a href="mailto:Eileen.P.Cleary@aphis.usda.gov">Eileen.P.Cleary@aphis.usda.gov</a>
Susan Cosgrove	AEOC Manager	(301) 436-3156	(301) 734-4603	(301) 529-0396	<a href="mailto:Susan.B.Cosgrove@aphis.usda.gov">Susan.B.Cosgrove@aphis.usda.gov</a>
Jessica Fantinato	Senior Staff Officer (All Hazards)	(301) 436-3123	(301) 734-0494	(202) 744-6780	<a href="mailto:Jessica.Fantinato@aphis.usda.gov">Jessica.Fantinato@aphis.usda.gov</a>
Karen Goldstein	Management Analyst	(301) 436-3148	(301) 734-4603	(240) 460-5178	<a href="mailto:Karen.T.Goldstein@aphis.usda.gov">Karen.T.Goldstein@aphis.usda.gov</a>
Gordon Harman (Anniston, AL)	Training (Anniston)			(301) 332-8390	
Faith Hughes	IT Specialist	(301) 436-3178	(301) 734-4603	(301) 332-3089	<a href="mailto:Faith.Hughes@aphis.usda.gov">Faith.Hughes@aphis.usda.gov</a>
Deborah Knott	Senior Staff Officer (Plants)	(301) 436-3155	(301) 734-0494	(240) 475-8955	<a href="mailto:Deborah.M.Knott@aphis.usda.gov">Deborah.M.Knott@aphis.usda.gov</a>
Eric Pakenham	COOP Coordinator (Detail)	(301) 436-3167			<a href="mailto:Eric.D.Packenham@aphis.usda.gov">Eric.D.Packenham@aphis.usda.gov</a>
Charles Ross		(301) 436-3162			<a href="mailto:Charles.W.Ross@aphis.usda.gov">Charles.W.Ross@aphis.usda.gov</a>
Andrea Sanders	Program Specialist	(301) 436-3161	(301) 734-3123		<a href="mailto:Andrea.M.Sanders@aphis.usda.gov">Andrea.M.Sanders@aphis.usda.gov</a>
Laura Sickles	Emergency Management Technician	(301) 436-3144		(240) 460-1842	<a href="mailto:Laura.A.Sickles@aphis.usda.gov">Laura.A.Sickles@aphis.usda.gov</a>
Denise Spencer	Senior Staff Officer (Animals)	(301) 436-3159		(240) 475-2265	<a href="mailto:Denise.L.Spencer@aphis.usda.gov">Denise.L.Spencer@aphis.usda.gov</a>
Michael Tadle	Communications	(301) 436-3113	(301) 734-4603	(240) 475-8331	<a href="mailto:Michael.A.Tadle@aphis.usda.gov">Michael.A.Tadle@aphis.usda.gov</a>

**USDA-APHIS-OA OFFICE OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY (OEMHS)**

4700 River Road

Riverdale, MD 20737

<b>Name</b>	<b>Position</b>	<b>Office</b>	<b>Fax</b>	<b>Cell</b>	<b>E-Mail</b>
	Specialist				
John Williams (Washington, D.C.)	Senior APHIS Scientific Advisor	(202) 720-2463	(202) 720-6908	(202) 744-7427	<a href="mailto:John.L.Williams@aphis.usda.gov">John.L.Williams@aphis.usda.gov</a>
Darryl Wortman	Information Security Specialist	(301) 436-3158	(301) 734-4603	(301) 526-4647	<a href="mailto:Darryl.A.Wortman@aphis.usda.gov">Darryl.A.Wortman@aphis.usda.gov</a>
OEMHS Main		(301) 436-3170		(703) 932-2818	
AEOC Main		(301) 435-3110			
Main Fax No. CINC			(301) 734-4603		

Last update: August 22, 2006

**Table 25. DEPARTMENT OF HOMELAND SECURITY**

<b>DEPARTMENT OF HOMELAND SECURITY</b>					
National Office					
Agricultural Inspection Policy and Programs					
Customs and Border Protection					
1300 Pennsylvania Ave. 5.4 C					
Washington, DC 20229					
<b>Name</b>	<b>Position</b>	<b>Office</b>	<b>Fax</b>	<b>Cell</b>	<b>E-Mail</b>
Jason Ahern	Assistant Commissioner				<a href="mailto:Jason.Ahern@dhs.gov">Jason.Ahern@dhs.gov</a>
Jeffrey Grode	Executive Director	(202) 344-3298	(202) 344-1442		<a href="mailto:Jeffrey.Grode@dhs.gov">Jeffrey.Grode@dhs.gov</a>
Jim F. Smith		(202) 344-3298	(202) 344-1442		<a href="mailto:James.F.Smith@dhs.gov">James.F.Smith@dhs.gov</a>
Last update: September 9, 2006					

**Table 2. USDA-APHIS-PPQ EMERGENCY AND DOMESTIC PROGRAMS (EDP)**

<b>EMERGENCY AND DOMESTIC PROGRAMS (EDP)</b>				
4700 River Road				
Riverdale, MD 20737				
<b>Name</b>	<b>Position</b>	<b>Program</b>	<b>Contact Numbers</b>	<b>E-Mail</b>
David Kaplan	Assistant Deputy Administrator	Emergency and Domestic Programs	O: (301) 734-3769 F: (301) 734-8724 C: (240) 338-1234	<a href="mailto:David.T.Kaplan@aphis.usda.gov">David.T.Kaplan@aphis.usda.gov</a>
Matthew Royer	Associate Director	Emergency and Domestic Programs	O: (301) 734-7819 F: (301) 734-8724 C: (240) 731-0598	<a href="mailto:Matthew.H.Royer@aphis.usda.gov">Matthew.H.Royer@aphis.usda.gov</a>
Bill Dickerson	Special Assistant	Invasive Species Coordinator	O: (919) 855-7345 F: (919) 855-7391 C: (919) 604-3534	<a href="mailto:Bill.Dickerson@aphis.usda.gov">Bill.Dickerson@aphis.usda.gov</a>
Victoria Serfass	Staff Assistant	Emergency and Domestic Programs	O: (301) 734-3769 F: (301) 734-8724	<a href="mailto:Victoria.C.Serfass@aphis.usda.gov">Victoria.C.Serfass@aphis.usda.gov</a>
<b>Emergency Programs</b>				
Vacant	Director	Emergency Programs		
Shannon Wheat	Administrative Assistant	Emergency Programs	O: 301) 734-4387 F: (301) 734-3564	<a href="mailto:Shannon.L.Wheat@aphis.usda.gov">Shannon.L.Wheat@aphis.usda.gov</a>
Lynn Evans-Goldner*	Assistant Staff Officer	<i>Sirex noctilio</i> National Program Coordinator; DHS ARTD TDY Alternate Liaison	O: (310) 734-7228 F: (301) 734-6029 C: (240) 535-4550	<a href="mailto:Lynn.E.Goldner@aphis.usda.gov">Lynn.E.Goldner@aphis.usda.gov</a>
Deborah McPartlan*	Staff Officer	Emerald Ash Borer National Program Coordinator; Exotic Woodborer/Bark Beetle National Survey; Japanese	O: (301) 734- 5356 F: (301) 734-3564 C: (240) 506-5345	<a href="mailto:Deborah.L.McPartlan@aphis.usda.gov">Deborah.L.McPartlan@aphis.usda.gov</a>

**EMERGENCY AND DOMESTIC PROGRAMS (EDP)**

4700 River Road

Riverdale, MD 20737

Name	Position	Program	Contact Numbers	E-Mail
		Millet; DHS ARTD TDY Liaison		
Stephen Poe*	Senior Staff Officer	Citrus Canker and Plum Pox Program Manager	O: (301) 734-8899 F: (301)-734-6029 C: (301) 252-9324	<a href="mailto:Stephen.R.Poe@aphis.usda.gov">Stephen.R.Poe@aphis.usda.gov</a>
<b>Planning and Preparedness</b>				
Joel Floyd*	Director	Cactoblastus Program Manager	O: (301) 734-4396 F: (301) 734-6029 C: (301) 440-9758	<a href="mailto:Joel.P.Floyd@aphis.usda.gov">Joel.P.Floyd@aphis.usda.gov</a>
Camille Chapman	Program Analyst	Website Management	O: (301) 734-5922 F: (301) 734-3564	<a href="mailto:Camille.E.Chapman@aphis.usda.gov">Camille.E.Chapman@aphis.usda.gov</a>
Patricia Michalak (PDC, Frederick, MD)	Assistant Editor	Manuals, Response Guidelines	O: (240) 629-1990 F: (301) 668-6163	<a href="mailto:Patricia.S.Michalak@aphis.usda.gov">Patricia.S.Michalak@aphis.usda.gov</a>
Jeffrey Stibick	Staff Officer	New Pest Response Guidelines	O: (301) 734-4406 TDY: (301) 734-4734	<a href="mailto:Jeffrey.Stibick@aphis.usda.gov">Jeffrey.Stibick@aphis.usda.gov</a>
<b>Pest Detection</b>				
William Newton	Interim National Survey Coordinator	National Survey; CAPS; NAPIS	O: (301) 734-8717 F: (919) 855-7393 C: (919) 278-8504	<a href="mailto:William.M.Newton@aphis.usda.gov">William.M.Newton@aphis.usda.gov</a>
Kathy Handy	Program Analyst	CAPS Database Manager	O: (301) 734-7175 F: (301) 734-3564	<a href="mailto:Kathy.J.Handy@aphis.usda.gov">Kathy.J.Handy@aphis.usda.gov</a>
Daniel Williams	Staff Officer	CAPS, Pest Detection Programs; NAPIS	O: (301) 734-8723 F: (301) 734-7823	<a href="mailto:Daniel.J.Williams@aphis.usda.gov">Daniel.J.Williams@aphis.usda.gov</a>
<b>Invasive Species and Pest Management</b>				
Osama El-Lissy*	Director	Invasive Species and Pest Management	O: (301) 734-5459 F: (301) 734-8530 C: (240) 475-1396	<a href="mailto:Osama.A.El-Lissy@aphis.usda.gov">Osama.A.El-Lissy@aphis.usda.gov</a>

**EMERGENCY AND DOMESTIC PROGRAMS (EDP)**

4700 River Road

Riverdale, MD 20737

<b>Name</b>	<b>Position</b>	<b>Program</b>	<b>Contact Numbers</b>	<b>E-Mail</b>
Carole Johnson	Lead Secretary	Invasive Species and Pest Management	O: (301) 734-8247 F: (301) 734-8584	<a href="mailto:Carole.R.Johnson@aphis.usda.gov">Carole.R.Johnson@aphis.usda.gov</a>
Mary Beverly	Assistant Staff Secretary	Invasive Species and Pest Management Programs	O: (301) 734-5225 F: (301) 734-8584	<a href="mailto:Mary.A.Beverly@aphis.usda.gov">Mary.A.Beverly@aphis.usda.gov</a>
Charles Brown	Program Manager	Grasshopper/Mormon Cricket; Imported Fire Ant	O: (301) 734-4838 F: (301) 734-8584	<a href="mailto:Charles.L.Brown@aphis.usda.gov">Charles.L.Brown@aphis.usda.gov</a>
Valerie DeFeo	Assistant Staff Officer	Phytophthora Canker Disease ( <i>Phytophthora ramorum</i> ; SOD); Khapra Beetle; D.C. Phytosanitary Certificates	O: (301) 734-3393 F: (301) 734-8584 C: (240) 271-9454	<a href="mailto:Valerie.DeFeo@aphis.usda.gov">Valerie.DeFeo@aphis.usda.gov</a>
Weyman Fussell	Program Manager	Gypsy Moth; Pine Shoot Beetle; European Larch Canker	O: (301) 734-5705 F: (301) 734-8584 C: (301) 440-9758	<a href="mailto:Weyman.Fussell@aphis.usda.gov">Weyman.Fussell@aphis.usda.gov</a>
Jonathan Jones	Program Manager	Phytophthora Canker Disease ( <i>Phytophthora ramorum</i> ; SOD)	O: (301) 734-5038 F: (301) 734-8584 C: (240) 882-5612	<a href="mailto:Jonathan.M.Jones@aphis.usda.gov">Jonathan.M.Jones@aphis.usda.gov</a>
Vedpal Malik	Program Manager	Black Stem Rust/Barberry; Boxwood Rust, Chrysanthemum White Rust; Golden Nematode;	O: (301) 734-6774 F: (301) 734-8584 C: (703) 732-5652	<a href="mailto:Vedpal.S.Malik@aphis.usda.gov">Vedpal.S.Malik@aphis.usda.gov</a>

**EMERGENCY AND DOMESTIC PROGRAMS (EDP)**

4700 River Road

Riverdale, MD 20737

Name	Position	Program	Contact Numbers	E-Mail
		Potato Diseases; PVYn; <i>Ralstonia</i> ; Karnal Bunt		
Anwar Rizvi	Program Manager	Japanese Beetle, Soybean Rust	O: (301) 734-4313 F: (301) 734-8584 C: (240) 882-8195	<a href="mailto:Anwar.S.Rizvi@aphis.usda.gov">Anwar.S.Rizvi@aphis.usda.gov</a>
Brian Sterling	Cartographer	Geographical Information Specialist	O: (301) 734-6035 F: (301) 734-8584	<a href="mailto:Brian.A.Sterling@aphis.usda.gov">Brian.A.Sterling@aphis.usda.gov</a>
Al Tasker	Program Manager	National Noxious Weed Program; Invasive Species	O: (301) 734-5708 F: (301) 734-8584 C: (301) 346-7207	<a href="mailto:Alan.V.Tasker@aphis.usda.gov">Alan.V.Tasker@aphis.usda.gov</a>
Vacant	National Program Manager	Headquarters Biological Control Program		
<b>Cotton Programs</b>				
Bill Grefenstette	Director	Cotton Programs; Boll Weevil, Pink Boll Worm	O: (301) 734-6251 F: (301) 734-8530 C: (240) 475-1398	<a href="mailto:William.J.Grefenstette@aphis.usda.gov">William.J.Grefenstette@aphis.usda.gov</a>
Sue Lojacono	Program Support Assistant	Cotton Programs	O: (301) 734-8676 F: (301) 734-8530	<a href="mailto:Susan.M.Lojacono@aphis.usda.gov">Susan.M.Lojacono@aphis.usda.gov</a>
<b>Environmental Monitoring</b>				
James Writer	Team Leader	Environmental Monitoring	O: (301) 734-7121 F: (301) 734-3308 C: (240) 506-5967	<a href="mailto:James.V.Writer@aphis.usda.gov">James.V.Writer@aphis.usda.gov</a>
Robert Baca	Biological Scientist	Environmental Monitoring	O: (301) 734-7592 F: (301) 734-5992	<a href="mailto:Robert.M.Baca@aphis.usda.gov">Robert.M.Baca@aphis.usda.gov</a>

**EMERGENCY AND DOMESTIC PROGRAMS (EDP)**

4700 River Road

Riverdale, MD 20737

Name	Position	Program	Contact Numbers	E-Mail
Kiesett Newton	Biological Scientist	Environmental Monitoring	O: (301) 734-5235 F: (301) 734-5992	<a href="mailto:Kiesett.V.Newton@aphis.usda.gov">Kiesett.V.Newton@aphis.usda.gov</a>
<b>Offshore Pest Information and Mitigation</b>				
Parul Patel	Program Manager; International Pest Information Coordinator	Offshore Pest Information Program	O: (301) 734-8965	<a href="mailto:Parul.R.Patel@aphis.usda.gov">Parul.R.Patel@aphis.usda.gov</a>
<b>Aircraft and Equipment Operations – Mission, Texas</b>				
Tim Roland (Mission, Texas)	Director	Aircraft & Equipment Operations	O: (956) 580-7270 F: (956) 580-7276	<a href="mailto:Timothy.J.Roland@aphis.usda.gov">Timothy.J.Roland@aphis.usda.gov</a>
C: Cell Phone    F: Fax    O: Office Phone				
* Denotes: Member of Incident Command System (ICS) Implementation Team				
Last pdate: August 7, 2006				

**Table 3. USDA-APHIS-PPQ EASTERN REGIONAL OFFICE**

<b>USDA-APHIS-PPQ EASTERN REGIONAL OFFICE (ERO)</b>				
920 Main Campus Dr., Suite 200; Raleigh, NC 27606-5202				
<b>Name</b>	<b>Position</b>	<b>Program</b>	<b>Contact Numbers</b>	<b>Email</b>
Vic Harabin	Regional Director		O: (919) 855-7300 F: (919) 855-7393 C: (919) 523-4366	<a href="mailto:Vic.Harabin@aphis.usda.gov">Vic.Harabin@aphis.usda.gov</a>
Thomas Chanelli	Assistant Regional Director		O: (919) 855-7316 F: (919) 855-7393 C: (919) 349-3317	<a href="mailto:Thomas.Chanelli@aphis.usda.gov">Thomas.Chanelli@aphis.usda.gov</a>
Gary Clement	Assistant Regional Director		O: (919) 855-7316 F: (919) 855-7393 C: (919) 796-3293	<a href="mailto:Gary.L.Clement@aphis.usda.gov">Gary.L.Clement@aphis.usda.gov</a>
Carlos Martinez	Assistant Regional Director		O: (919) 855-7316 F: (919) 855-7393 C: (919) 796-4439	<a href="mailto:Carlos.Martinez@aphis.usda.gov">Carlos.Martinez@aphis.usda.gov</a>
Barbara Ha	Staff Assistant		O: (919) 855-7300 F: (919) 855-7393	<a href="mailto:Barbara.Ha@aphis.usda.gov">Barbara.Ha@aphis.usda.gov</a>
<b>Safety and Health</b>				
Michael Lampart	Safety & Health Manager	Safety & Health	O: (919) 855-7308 F: (919) 855-7393 C: (919) 637-2210	<a href="mailto:Michael.A.Lampart@aphis.usda.gov">Michael.A.Lampart@aphis.usda.gov</a>
Daphne O'Neal-Samuelsson	Program Assistant	Safety & Health	O: (919) 855-7330 F: (919) 855-7391	<a href="mailto:Daphne.Samuelsson@aphis.usda.gov">Daphne.Samuelsson@aphis.usda.gov</a>
<b>Domestic</b>				
Davis Abner	Program Assistant		O: (919) 855-7338 F: (919) 855-7393	<a href="mailto:Davis.A.Abner@aphis.usda.gov">Davis.A.Abner@aphis.usda.gov</a>
Leon Bunce	Eastern Region Domestic	Forest Pests; Gypsy Moth; Japanese Beetle;	O: (919) 855-7360 F: (919) 855-7395	<a href="mailto:Leon.K.Bunce@aphis.usda.gov">Leon.K.Bunce@aphis.usda.gov</a>

**USDA-APHIS-PPQ EASTERN REGIONAL OFFICE (ERO)**

920 Main Campus Dr., Suite 200; Raleigh, NC 27606-5202

Name	Position	Program	Contact Numbers	Email
	Program Manager	Witch Weed	C: (919) 931-9868	
Mark Crane	Data Manager, Software Applications Engineer	Data Management; Computer Programming; GIS Activity; PDA Support	O: (919) 855-7315 F: (919) 716-5688 C: (919) 637-2212	<a href="mailto:Mark.E.Crane@aphis.usda.gov">Mark.E.Crane@aphis.usda.gov</a>
Pat Gomes	Eastern Region Domestic Program Manager	Citrus Pests; Fruit Flies; NAPPO; National Coordinator Citrus Health Response	O: (919) 855-7313 F: (919) 855-7391 C: (919) 625-7660	<a href="mailto:Patrick.J.Gomes@aphis.usda.gov">Patrick.J.Gomes@aphis.usda.gov</a>
Brian Kopper	Eastern Region Domestic Program Manager	CAPS; New Pests; Soybean Rust; Snails	O: (919) 855-7318 F: (919) 855-7393 C: (919) 337-6339	<a href="mailto:Brian.J.Kopper@aphis.usda.gov">Brian.J.Kopper@aphis.usda.gov</a>
Mary Mahaffey	Eastern Region Domestic Program Manager	Biological Control; Chrysanthomum White Rust; Karnal Bunt; <i>Phytophthora ramorum</i> ; Domestic TDY	O: (919) 855-7297 F: (919) 855-7391 C: (919) 278-8243	<a href="mailto:Mary.E.Mahaffey@aphis.usda.gov">Mary.E.Mahaffey@aphis.usda.gov</a>
Anthony Man-Son-Hing,	Eastern Region Domestic Program Manager	Imported Fire Ant; NEPA Env/Mont; Noxious Weeds	O: (919) 855-7331 F: (919) 855-7391 C: (919) 337-6338	<a href="mailto:Anthony.Man-Son-Hing@aphis.usda.gov">Anthony.Man-Son-Hing@aphis.usda.gov</a>
Billy Newton*	Senior Regional Domestic Program Manager	Cotton Pests; Cactoblastis; Staffing	O: (919) 855-7335 F: (919) 855-7391 C: (919) 637-2207 Nextel Direct Connect: 150*77771*5	<a href="mailto:William.M.Newton@aphis.usda.gov">William.M.Newton@aphis.usda.gov</a>
Andrew Wilds (Acting)	Eastern Region Domestic Program Manager	Emergency Response Coordinator*	O: (919) 855-7353 F: (919) 855-7391 C: (207) 299-0907	<a href="mailto:Andrew.R.Wilds@aphis.usda.gov">Andrew.R.Wilds@aphis.usda.gov</a>

**AQI & Risk Management**

**USDA-APHIS-PPQ EASTERN REGIONAL OFFICE (ERO)**

920 Main Campus Dr., Suite 200; Raleigh, NC 27606-5202

<b>Name</b>	<b>Position</b>	<b>Program</b>	<b>Contact Numbers</b>	<b>Email</b>
Laney Campbell	Regional Program Manager, Trade Specialist	SWPM; BRASS; CITES; Export Certification; Trade Issues	O: (919) 855-7314 F: (919) 855-7391 C: (919) 637-2201	<a href="mailto:Laney.E.Campbell@aphis.usda.gov">Laney.E.Campbell@aphis.usda.gov</a>
Patricia Claves	Trade Specialist	Export Certification; SWPM; Workplan Support	O: (919) 855-7357 F: (919) 855-7391 C: (919) 337.6340	<a href="mailto:Patricia.A.Claves@aphis.usda.gov">Patricia.A.Claves@aphis.usda.gov</a>
Jamie Dove	Program Analyst	ACS/ATS; Hot Zones; Data Analysis; Program Support	O: (919) 855-7346 F: (919) 855-7391 C: (919) 390-4768	<a href="mailto:Jamie.Dove@aphis.usda.gov">Jamie.Dove@aphis.usda.gov</a>
Susan Dublinski	Regional Program Manager	Bio Tech; Foreign TDY's; Containment Facilities; Post Entry	O: (919) 855-7324 F: (919) 855-7391	<a href="mailto:Susan.G.Dublinski@aphis.usda.gov">Susan.G.Dublinski@aphis.usda.gov</a>
Roger Holman	Regional Program Manager	Treatments; Containment Facilities; Permits; Foreign TDY's; Military Program; CITES	O: (919) 855-7336 F: (919) 855-7391 C: (919) 637-2211	<a href="mailto:Roger.L.Holman@aphis.usda.gov">Roger.L.Holman@aphis.usda.gov</a>
Paul Larkins	Regional Program Manager	ACS/ATS; Plant Inspection Station; Identifiers; Civil Penalties; Q-37 Nursery; Inland Inspection	O: (919) 855-7337 F: (919) 855-7391	<a href="mailto:Paul.W.Larkins@aphis.usda.gov">Paul.W.Larkins@aphis.usda.gov</a>
Dominic Santoro	Program Analyst, Quality Assurance Manager	Program Analysis; Quality Assurance	O: (919) 855-7332 F: (919) 855-7391 C: (919) 637-2213	<a href="mailto:Dominic.A.Santoro@aphis.usda.gov">Dominic.A.Santoro@aphis.usda.gov</a>
Calvin Shuler	Senior Regional Program Manager	AQI Direction; BRASS; Northern Border; Staffing; Risk	O: (919) 855-7326 F: (919) 855-7391 C: (919) 349-3319	<a href="mailto:Calvin.H.Shuler@aphis.usda.gov">Calvin.H.Shuler@aphis.usda.gov</a>

**USDA-APHIS-PPQ EASTERN REGIONAL OFFICE (ERO)**

920 Main Campus Dr., Suite 200; Raleigh, NC 27606-5202

Name	Position	Program	Contact Numbers	Email
		Assessment Direction; Alerts & Recalls; Predeparture; Offshore Initiatives		
Mikell Tanner	Regional Program Manager	Risk Assessment; AQIUM; WADS; PPQ 280's; Staffing; EAN's	O: (919) 855-7317 F: (919) 855-7391 C: (919) 637-2202	<a href="mailto:Mikell.Tanner@aphis.usda.gov">Mikell.Tanner@aphis.usda.gov</a>
<b>Smuggling Intervention &amp; Trade Compliance (SITC)</b>				
Willie Harris	Senior Regional Program Manager	SITC	O: (919) 855-7340 F: (919) 855-7390 C: (919) 931-4832	<a href="mailto:Willie.D.Harris@aphis.usda.gov">Willie.D.Harris@aphis.usda.gov</a>
Camille Morris	Regional Program Manager	SITC	O: (919) 855-7341 F: (919) 855-7390 C: (919) 697-9089	<a href="mailto:Camille.E.Morris@aphis.usda.gov">Camille.E.Morris@aphis.usda.gov</a>
<b>Projects</b>				
Philip Bell	Eastern Region Domestic Program Manager; Project Director	Emerald Ash Borer	O: (919) 855-7312 F: (919) 855-7393 or 7394 C: (919) 637-2206	<a href="mailto:Philip.D.Bell@aphis.usda.gov">Philip.D.Bell@aphis.usda.gov</a>
Christine Markham	Project Director	Asian Longhorned Beetle	O: (919) 855-7328 F: (919) 855-7381 C: (347) 436-2483	<a href="mailto:Christine.Markham@aphis.usda.gov">Christine.Markham@aphis.usda.gov</a>
C: Cell Phone F: Fax O: Office Phone				
* Denotes: Member of Incident Command System (ICS) Implementation Team				
Last update: August 23, 2006				

**Table 4. USDA-APHIS-PPQ WESTERN REGIONAL OFFICE (WRO)**

<b>USDA-APHIS-PPQ WESTERN REGIONAL OFFICE (WRO)</b>				
2150 Centre Avenue, Bldg B, 3E10; Fort Collins, CO 80526				
<b>Name</b>	<b>Position</b>	<b>Program</b>	<b>Contact Numbers</b>	<b>Email</b>
Phillip E. Garcia	Director		O: (970) 494-7500 F: (970) 494-7501 H: (970) 221-8563 C: (970) 215-5126	<a href="mailto:Phillip.E.Garcia@aphis.usda.gov">Phillip.E.Garcia@aphis.usda.gov</a>
Gary D. Carpenter	Assistant Director	Responsible for AR, AZ, CO, HI, KS, LA, MO, NM, NV, OK, TX, UT	O: (970) 494-7505 F: (970) 494-7501 C: (970) 481-0707 P: 2026DFAD	<a href="mailto:Gary.D.Carpenter@aphis.usda.gov">Gary.D.Carpenter@aphis.usda.gov</a>
Sherry Sanderson	Assistant Director	Responsible for AK, CA, IA, ID, MT, ND, NE, OR, SD, WA, WY	O: (970) 494-7541 F: (970) 494-7501 C: (970) 481-2417 H: (970) 229-0178 P: 200B5F36	<a href="mailto:Sherry.A.Sanderson@aphis.usda.gov">Sherry.A.Sanderson@aphis.usda.gov</a>
Mary Yannutz	Staff Assistant		O: (970) 494-7502 F: (970) 494-7501	<a href="mailto:Mary.A.Yannutz-Powell@aphis.usda.gov">Mary.A.Yannutz-Powell@aphis.usda.gov</a>
Robert Bailey	Western Region Program Manager	Trade Support; Accreditation	O: (970) 494-7569 F: (970) 494-7501 C: (970) 988-3504 P: 2005E7FA	<a href="mailto:Robert.A.Bailey@aphis.usda.gov">Robert.A.Bailey@aphis.usda.gov</a>
Marla Cazier-Mosley	Western Region Program Manager	AQI Programs at Plant Inspection Stations; Fumigation	O: (970) 494-7562 F: (970) 494-7501 C: (970) 376-6533	<a href="mailto:Marla.J.Cazier-Mosley@aphis.usda.gov">Marla.J.Cazier-Mosley@aphis.usda.gov</a>
Roeland Elliston	Western Region Program Manager	Forest Pests: Gypsy Moth, Woodborers/Bark Beetles, Emerald	O: (970) 494-7572 F: (970) 494-7501 C: (970) 214-7516 P: 2005E780	<a href="mailto:Roeland.J.Elliston@aphis.usda.gov">Roeland.J.Elliston@aphis.usda.gov</a>

**USDA-APHIS-PPQ WESTERN REGIONAL OFFICE (WRO)**

2150 Centre Avenue, Bldg B, 3E10; Fort Collins, CO 80526

Name	Position	Program	Contact Numbers	Email
		Ash Borer, <i>Sirex</i> , Asian Longhorned Beetle; Japanese Beetle; Grasshopper & Mormon Cricket		
Don Givens	Western Region Program Manager	Noxious Weeds; <i>Phytophthora ramorum</i>	O: (970) 494-7564 F: (970) 494-7501 C: (970) 214-7901 P: 2005E7E5	<a href="mailto:Donald.R.Givens@aphis.usda.gov">Donald.R.Givens@aphis.usda.gov</a>
William Kauffman	Western Region Program Manager	Biological Control; Pest Detection	O: (970) 494-7571 F: (970) 494-7501 C: (970) 214-9018 P: 2005E801	<a href="mailto:William.C.Kauffman@aphis.usda.gov">William.C.Kauffman@aphis.usda.gov</a>
Brian Marschman	Western Region Program Manager	Smuggling Interdiction and Trade Compliance (SITC)	O: (970) 494-7581 F: (970) 494-7501 C: (816) 803-4296	<a href="mailto:Brian.L.Marschman@aphis.usda.gov">Brian.L.Marschman@aphis.usda.gov</a>
Phil Mason	Western Region Program Manager	Cotton Programs; Nematodes; Karnal Bunt; Citrus diseases; Plum Pox; <i>Ralstonia</i> ; Chrysanthemum White Rust; Soybean Rust	O: (512) 916-5241 F: (512) 916-5243 C: (512) 450-8663	<a href="mailto:Phillip.A.Mason@aphis.usda.gov">Phillip.A.Mason@aphis.usda.gov</a>
Tim McNary*	Senior Regional	PPQ Program Coordinator	O: (970) 494-7570 F: (970) 494-7501	<a href="mailto:Timothy.J.McNary@aphis.usda.gov">Timothy.J.McNary@aphis.usda.gov</a>

**USDA-APHIS-PPQ WESTERN REGIONAL OFFICE (WRO)**

2150 Centre Avenue, Bldg B, 3E10; Fort Collins, CO 80526

<b>Name</b>	<b>Position</b>	<b>Program</b>	<b>Contact Numbers</b>	<b>Email</b>
	Program Manager		C: (970) 481-1402 H: (970) 377-1549 P: 2005E80F	
Brett Miller	Western Region Program Manager	Databases; "Hot Zones"; Pathway Analysis	O: (970) 494-7558 F: (970) 494-7501 C: (970) 390-0467	<a href="mailto:Brett.E.Miller@aphis.usda.gov">Brett.E.Miller@aphis.usda.gov</a>
Judy Pasek	Senior Regional Program Manager	Quality Assurance and Risk Management	O: (970) 494-7580 F: (970) 494-7501 C: (970) 231-9668 H: (970) 495-9966 P: 2005E807	<a href="mailto:Judith.E.Pasek@aphis.usda.gov">Judith.E.Pasek@aphis.usda.gov</a>
Stacy Scott	Western Region Program Manager	Biotechnology; Imported Fire Ant; Snails	O: (970) 494-7577 F: (970) 494-7501 C: (703) 772-3437	<a href="mailto:Stacy.E.Scott@aphis.usda.gov">Stacy.E.Scott@aphis.usda.gov</a>
Debra Shambaugh	Western Region Program Manager	SITC (AK, CA, HI, ID, MT, ND, OR, SD, NV, UT, WA), AQI, Safety & Health	O: (970) 494-7560 F: (970) 494-7501 C: (970) 218-8228	<a href="mailto:Debra.A.Shambaugh@aphis.usda.gov">Debra.A.Shambaugh@aphis.usda.gov</a>
Craig Southwick	Western Region Program Manager	Phytosanitary Export Certification	O: (970) 494-7578 F: (970) 494-7501 C: (970) 390-9131	<a href="mailto:Craig.Southwick@aphis.usda.gov">Craig.Southwick@aphis.usda.gov</a>
Ron Sponaugle	Program Manager	Risk Analysis & Assessment, AQIM, WADS, PQ280	O: (970) 494-7581 F: (970) 494-7501 C: (970) 481-0501 P: 2005E808	<a href="mailto:Ron.P.Sponaugle@aphis.usda.gov">Ron.P.Sponaugle@aphis.usda.gov</a>
Cliff Smith	Senior Regional	SITC	O: (970) 494-7568	<a href="mailto:Clifford.F.Smith@aphis.usda.gov">Clifford.F.Smith@aphis.usda.gov</a>

**USDA-APHIS-PPQ WESTERN REGIONAL OFFICE (WRO)**

2150 Centre Avenue, Bldg B, 3E10; Fort Collins, CO 80526

Name	Position	Program	Contact Numbers	Email
	Program Manager		F: (970) 494-7501 C: (970) 214-7155 P: 2005E7B1	
Beth Stone-Smith	Western Region Program Manager	Glassy-winged Sharpshooter (Bakerfield, CA)	O: (661) 363-7025 F: (661) 363-5512 C: (661) 345-5470	<a href="mailto:Beth.Stone-Smith@aphis.usda.gov">Beth.Stone-Smith@aphis.usda.gov</a>
Ralph Stoaks,	BRS Biotechnologist	Biotechnology Regulatory Services	O: (970) 494-7573 F: (970) 494-7576 P: 2005E742	<a href="mailto:Ralph.D.Stoaks@aphis.usda.gov">Ralph.D.Stoaks@aphis.usda.gov</a>
Laura Stretch	Regional Geographer	WR GIS Field Programs, Regional GIS Glassy-winger Sharpshooter and Grasshopper Programs	O: (970) 494-7571 F: (970) 494-7501	<a href="mailto:Laura.Stretch@aphis.usda.gov">Laura.Stretch@aphis.usda.gov</a>
Vacant*	Western Region Program Manger	Emergency Preparedness; NIMS; ICS; COOP		
Vacant	Western Region Program Manager	Fruit Flies		

C: Cell Phone    H: Home Phone    O: Office Phone    P: Pager Number

\* Denotes: Member of Incident Command System Implementation Team

Last update: August 23, 2006

**Table 5. USDA-APHIS-PPQ PEST AND DISEASE PROGRAMS**

<b>PPQ PEST AND DISEASE PROGRAMS</b>					
<b>Duty Station</b>	<b>Name</b>	<b>Position</b>	<b>Program</b>	<b>Contact Numbers</b>	<b>E-Mail</b>
AL	Richard Conant	Coordinator	Boll Weevil	O: (205) 752-5593 F: (205) 752-1338 C: (334) 462-7532	<a href="mailto:Richard.Conant@aphis.usda.gov">Richard.Conant@aphis.usda.gov</a>
AZ	Ernie Miller	Facility Director	Pink Bollworm Rearing Facility	O: (602) 379-4828 x233 F: (602) 379-4794	<a href="mailto:Ernie.D.Miller@aphis.usda.gov">Ernie.D.Miller@aphis.usda.gov</a>
CA	Beth Stone-Smith	Western Region Program Manager	Glassywinged Sharpshooter	O: (661) 363-7025 F: (661) 363-5512 C: (661) 345-5470	<a href="mailto:Beth.Stone-Smith@aphis.usda.gov">Beth.Stone-Smith@aphis.usda.gov</a>
CA	Eileen Smith	Facility Director	California Cooperative Fruit Fly/Preventive Release Program	O: (562) 795-1206 F: (562) 795-1215 C: (323) 855-4252	<a href="mailto:Eileen.Y.Smith@aphis.usda.gov">Eileen.Y.Smith@aphis.usda.gov</a>
CO	Roeland Elliston	Western Region Program Manager	Forest Pests: Gypsy Moth, Woodborers/Bark Beetles, Emerald Ash Borer, <i>Sirex</i> , Asian Longhorned Beetle; Japanese Beetle; Grasshopper & Mormon Cricket	O: (970) 494-7572 F: (970) 494-7501 C: (970) 214-7516 P: 2005E780	<a href="mailto:Roeland.J.Elliston@aphis.usda.gov">Roeland.J.Elliston@aphis.usda.gov</a>
CO	Don Givens	Western Region Program Manager	Noxious Weeds; <i>Phytophthora ramorum</i>	O: (970) 494-7564 F: (970) 494-7501 C: (970) 214-7901 P: 2005E7E5	<a href="mailto:Donald.R.Givens@aphis.usda.gov">Donald.R.Givens@aphis.usda.gov</a>
CO	Phil Mason	Western	Cotton Programs; Nematodes;	O: (512) 916-5241	<a href="mailto:Phillip.A.Mason@aphis.usda.gov">Phillip.A.Mason@aphis.usda.gov</a>

## PPQ PEST AND DISEASE PROGRAMS

Duty Station	Name	Position	Program	Contact Numbers	E-Mail
		Region Program Manager	Karnal Bunt; Citrus diseases; Plum Pox; <i>Ralstonia</i> ; Chrysanthemum White Rust; Soybean Rust	F: (512) 916-5243 C: (512) 450-8663	
CO	Stacy Scott	Western Region Program Manager	Biotechnology; Imported Fire Ant; Snails	O: (970) 494-7577 F: (970) 494-7501 C: (703) 772-3437	<a href="mailto:Stacy.E.Scott@aphis.usda.gov">Stacy.E.Scott@aphis.usda.gov</a>
CO	Vacant	Western Region Program Manager	Fruit Flies		
FL	Karolynne Griffiths	Project Director	Fruit Flies	O: (954) 585-1078 C: (954) 553-9940	<a href="mailto:Karolynne.M.Griffiths@aphis.usda.gov">Karolynne.M.Griffiths@aphis.usda.gov</a>
FL	Paul Hornby	State Operations Support Officer	Citrus Canker	O: (352) 331-3990 F: (352) 331-0804 C: (352) 258-8833	<a href="mailto:Paul.L.Hornby@aphis.usda.gov">Paul.L.Hornby@aphis.usda.gov</a>
FL	Michael Hornyak	Project Director	Citrus Canker	O: (954) 327-7813 F: (954) 797-6902 C: (305) 970-6212	<a href="mailto:Michael.s.hornyak@aphis.usda.gov">Michael.s.hornyak@aphis.usda.gov</a>
HI	Stuart Stein	Facility Director	Hawaii Fruit Fly Rearing Facility	O: (808) 259-8822 F: (808) 259-9012	<a href="mailto:Stuart.H.Stein@aphis.usda.gov">Stuart.H.Stein@aphis.usda.gov</a>
IL	Steve Knight	SPHD	Emerald Ash Borer	O: (847) 299-6939 F: (847) 299-6046 C: (847) 312-9853	<a href="mailto:SAKnight@aphis.usda.gov">SAKnight@aphis.usda.gov</a>
IN	Gary Simon	SPHD	Emerald Ash Borer	O: (765) 446-0267 F: (765) 446-8274	<a href="mailto:Gary.W.Simon@aphis.usda.gov">Gary.W.Simon@aphis.usda.gov</a>

## PPQ PEST AND DISEASE PROGRAMS

Duty Station	Name	Position	Program	Contact Numbers	E-Mail
MD	Wayne Burnett	Domestic Coordinator	Fruit Fly Exclusion and Detection Programs	O: (301) 734-4387 F: (301) 734-3564 C: (240) 731-8243	<a href="mailto:Wayne.D.Burnett@aphis.usda.gov">Wayne.D.Burnett@aphis.usda.gov</a>
MD	Charles Brown	National Program Manager	Grasshopper/Mormon Cricket; Imported Fire Ant	O: (301) 734-4838 F: (301) 734-8584	<a href="mailto:Charles.L.Brown@aphis.usda.gov">Charles.L.Brown@aphis.usda.gov</a>
MD	Valerie DeFeo	Assistant Staff Officer	Phytophthora Canker Disease ( <i>Phytophthora ramorum</i> ; SOD); Khapra Beetle	O: (301) 734-3393 F: (301) 734-8584 C: (240) 271-9454	<a href="mailto:Valerie.DeFeo@aphis.usda.gov">Valerie.DeFeo@aphis.usda.gov</a>
MD	Lynn Evans-Goldner	National Program Coordinator	<i>Sirex noctilio</i>	O: (301) 734-7228 F: (301) 734-6029 C: (240) 535-4540	<a href="mailto:LynnGoldner@aphis.usda.gov">LynnGoldner@aphis.usda.gov</a>
MD	Joel Floyd	National Program Manager	<i>Cactoblastus</i>	O: (301) 734-4396 F: (301) 734-6029 C: (301) 440-9758	<a href="mailto:Joel.P.Floyd@aphis.usda.gov">Joel.P.Floyd@aphis.usda.gov</a>
MD	Weyman Fussell	National Program Manager	Gypsy Moth; Pine Shoot Beetle; European Larch Canker	O: (301) 734-5705 F: (301) 734-8584 C: (301) 440-9758	<a href="mailto:Weyman.Fussell@aphis.usda.gov">Weyman.Fussell@aphis.usda.gov</a>
MD	Bill Grefenstette	National Director, Cotton Pest Programs	Boll Weevil; Pink Boll Worm	O: (301) 734-6251 F: (301) 734-8530 C: (240) 475-1398	<a href="mailto:William.J.Grefenstette@aphis.usda.gov">William.J.Grefenstette@aphis.usda.gov</a>
MD	Jonathan Jones	National Program Manager	Phytophthora Canker Disease ( <i>Phytophthora ramorum</i> ; SOD); <i>Phytophthora ramorum</i>	O: (301) 734-5038 F: (301) 734-8584 C: (240) 882-5612	<a href="mailto:Jonathan.M.Jones@aphis.usda.gov">Jonathan.M.Jones@aphis.usda.gov</a>
MD	Vedpal Malik	National Program	Boxwood Rust; Black Stem Rust/Barberry;	O: (301) 734-6774 F: (301) 734-8584	<a href="mailto:Vedpal.S.Malik@aphis.usda.gov">Vedpal.S.Malik@aphis.usda.gov</a>

## PPQ PEST AND DISEASE PROGRAMS

Duty Station	Name	Position	Program	Contact Numbers	E-Mail
		Manager	Chrysanthemum White Rust; Golden Nematode, Potato Diseases; PVYn; <i>Ralstonia</i> ; Karnal Bunt	C: (703) 732-5652	
MD	Deborah McPartlan	National Program Manager	Emerald Ash Borer; Japanese Millet	O: (301) 734- 5356 F: (301) 734-3564 C: (240) 506-5345	<a href="mailto:Deborah.L.McPartlan@aphis.usda.gov">Deborah.L.McPartlan@aphis.usda.gov</a>
MD	Steve Poe	National Program Manager	Citrus Canker; Plum Pox; Potato Mop Top	O: (301) 734-8899 F: (301) 734-6029 C: (301) 252-9324	<a href="mailto:Stephen.R.Poe@aphis.usda.gov">Stephen.R.Poe@aphis.usda.gov</a>
MD	Anwar Rizvi	National Program Manager	Japanese Beetle; Soybean Rust	O: (301) 734-4313 F: (301) 734-8584 C: (240) 882-8195	<a href="mailto:Anwar.S.Rizvi@aphis.usda.gov">Anwar.S.Rizvi@aphis.usda.gov</a>
MD	Mike Stefan	National Program Director	Asian Longhorned Beetle;Citrus Longhorned Beetle	O: (301) 734-4387 F: (301) 734-3564 C: (301) 252 9325	<a href="mailto:Michael.B.Stefan@aphis.usda.gov">Michael.B.Stefan@aphis.usda.gov</a>
MD	Al Tasker	National Program Manager	National Noxious Weed Program; Invasive Species	O: (301) 734-5708 F: (301) 734-8584 C: (301) 346-7207	<a href="mailto:Alan.V.Tasker@aphis.usda.gov">Alan.V.Tasker@aphis.usda.gov</a>
MI	Doug Bopp	Geographer (MI)	Emerald Ash Borer	O: (810) 844-2727 F: (810) 844-0583	<a href="mailto:Douglas.A.Bopp@aphis.usda.gov">Douglas.A.Bopp@aphis.usda.gov</a>
MI	Craig Kellog	Program Coordinator (MI)	Emerald Ash Borer	O: (810) 844-2705 F: (810) 844-0583 C: (734) 891-7832	<a href="mailto:Craig.Kellogg@aphis.usda.gov">Craig.Kellogg@aphis.usda.gov</a>
MI	Elizabeth Pentico	Supervisory PPQ Officer	Emerald Ash Borer	O: (810) 844-2737 F: (810) 844-0583 C: (734) 732-2946	<a href="mailto:Elizabeth.W.Pentico@aphis.usda.gov">Elizabeth.W.Pentico@aphis.usda.gov</a>
NC	Philip Bell	Eastern	Emerald Ash Borer	O: (919) 855-7312	<a href="mailto:Philip.D.Bell@aphis.usda.gov">Philip.D.Bell@aphis.usda.gov</a>

**PPQ PEST AND DISEASE PROGRAMS**

<b>Duty Station</b>	<b>Name</b>	<b>Position</b>	<b>Program</b>	<b>Contact Numbers</b>	<b>E-Mail</b>
		Region Domestic Program Manager; Project Director		F: (919) 855-7393 or 7394 C: (919) 637-2206	
NC	Leon Bunce	Eastern Region Domestic Program Manager	Forest Pests; Gypsy Moth; Japanese Beetle; Witch Weed	O: (919) 855-7360 F: (919) 855-7395 C: (919) 931-9868	<a href="mailto:Leon.K.Bunce@aphis.usda.gov">Leon.K.Bunce@aphis.usda.gov</a>
NC	Pat Gomes	Eastern Region Domestic Program Manager	Citrus Pests; Fruit Flies; NAPPO; National Coordinator Citrus Health Response	O: (919) 855-7313 F: (919) 855-7391 C: (919) 625-7660	<a href="mailto:Patrick.J.Gomes@aphis.usda.gov">Patrick.J.Gomes@aphis.usda.gov</a>
NC	Brian Kopper	Eastern Region Domestic Program Manager	CAPS; New Pests; Soybean Rust; Snails	O: (919) 855-7318 F: (919) 855-7393 C: (919) 337-6339	<a href="mailto:Brian.J.Kopper@aphis.usda.gov">Brian.J.Kopper@aphis.usda.gov</a>
NC	Mary Mahaffey	Eastern Region Domestic Program Manager	Biological Control; Chrysanthomum White Rust; Karnal Bunt; <i>Phytophthora ramorum</i> ; Domestic TDY	O: (919) 855-7297 F: (919) 855-7391 C: (919) 278-8243	<a href="mailto:Mary.E.Mahaffey@aphis.usda.gov">Mary.E.Mahaffey@aphis.usda.gov</a>
NC	Anthony Man-Son-Hing,	Eastern Region Domestic	Imported Fire Ant; NEPA Env/Mont; Noxious Weeds	O: (919) 855-7331 F: (919) 855-7391 C: (919) 337-6338	<a href="mailto:Anthony.Man-Son-Hing@aphis.usda.gov">Anthony.Man-Son-Hing@aphis.usda.gov</a>

## PPQ PEST AND DISEASE PROGRAMS

Duty Station	Name	Position	Program	Contact Numbers	E-Mail
		Program Manager			
NC	Christine Markham	Project Director	Asian Longhorned Beetle	O: (919) 855-7328 F: (919) 855-7381 C: (347) 436-2483	<a href="mailto:Christine.Markham@aphis.usda.gov">Christine.Markham@aphis.usda.gov</a>
NC	Billy Newton	Senior Regional Domestic Program Manager	Cotton Pests; Cactoblastis; Staffing	O: (919) 855-7335 F: (919) 855-7393 C: (919) 278-8504	<a href="mailto:William.M.Newton@aphis.usda.gov">William.M.Newton@aphis.usda.gov</a>
NY	Joe Gittleman	Co-Director ALB Eradication Project New York	Asian Longhorned Beetle	O: (631) 598-5943x13 F: (613) 598-5958 C: (631) 872-0934	<a href="mailto:joe.p.gittleman@aphis.usda.gov">joe.p.gittleman@aphis.usda.gov</a>
NY	Dan Kepich	Project Director	Golden Nematode	O: (607) 566-2212 F: (607) 566-2081 C: (607) 769-0152	<a href="mailto:Daniel.J.Kepich@aphis.usda.gov">Daniel.J.Kepich@aphis.usda.gov</a>
OH	Scott Walock	Supervisory PPQ Officer	Emerald Ash Borer	O: (614) 387-1095 F: (614) 728-2205	<a href="mailto:Scott.Walock@aphis.usda.gov">Scott.Walock@aphis.usda.gov</a>
PA	Don Albright	Project Director	Plum Pox	O: (717) 241-0705 F: (717) 241-0718 C: (717) 574-9920	<a href="mailto:Don.I.Albright@aphis.usda.gov">Don.I.Albright@aphis.usda.gov</a>
TX	Aaron Miller	Area Program Manager (West TX)	Boll Weevil; Pink Boll Worm	O: (325) 672-2846 F: (325) 672-3023 C: (505) 642-2383	<a href="mailto:Aaron.B.Miller@aphis.usda.gov">Aaron.B.Miller@aphis.usda.gov</a>

**PPQ PEST AND DISEASE PROGRAMS**

Duty Station	Name	Position	Program	Contact Numbers	E-Mail
		and NM.			
TX	Kenneth Pierce	Area Program Manager (AR, LA, MO and East TX.	Boll Weevil	O: (903) 838-4229 F: (903) 838-4230 C: (903) 277-8233	<a href="mailto:Kenneth.R.Pierce@aphis.usda.gov">Kenneth.R.Pierce@aphis.usda.gov</a>

C: Cell Phone F: Fax O: Office Phone P: Pager

Last update: September 8, 2006

**Table 6. USDA-APHIS-PPQ INCIDENT MANAGEMENT TEAMS (IMT)**

<b>USDA-APHIS-PPQ RAPID RESPONSE TEAM (RRT) MEMBERS</b>					
<b>Last Name</b>	<b>First Name</b>	<b>Location</b>	<b>State</b>	<b>Contact Numbers</b>	<b>Email</b>
<b>Eastern Region</b>					
Teams are presently being formed. Specific Information will be provided at a later date.					
<b>Western Region</b>					
Teams are presently being formed. Specific Information will be provided at a later date.					
C: Cell Phone    H: Home Phone    O: Office Phone					
Last update: September 8, 2006					

**Table 7. USDA-APHIS-PPQ STATE PLANT HEALTH DIRECTORS**

<b>USDA-APHIS-PPQ STATE PLANT HEALTH DIRECTORS (SPHDs)</b>					
<b>ST</b>	<b>SPHD Contact / Location</b>	<b>Phone</b>	<b>FAX</b>	<b>Best Alternate</b>	<b>E-Mail Address</b>
<b>Eastern Region</b>					
AL	Bill Moore, Prattville	(334) 358-8568	(334) 358-9490	C: (334) 850-3137 P: (800) 309-4633	<a href="mailto:William.H.Moore@aphis.usda.gov">William.H.Moore@aphis.usda.gov</a>
CT	Patty Douglass, Wallingford	(203) 269-4277x14	(203) 284-9031	C: (203) 668-9062 Nextel: 174*18665*1	<a href="mailto:Patricia.M.Douglass@aphis.usda.gov">Patricia.M.Douglass@aphis.usda.gov</a>
DC	Fred Mann, Annapolis, MD	(410) 224-3452	(410) 224-1142	C: (410) 320-8773 P: (410) 320-8773	<a href="mailto:cfredric.Mann@aphis.usda.gov">cfredric.Mann@aphis.usda.gov</a>
DE	Colleen Kitzmiller, Dover	(302) 678-5868	(302) 734-7814	C: (302) 632-6434	<a href="mailto:Colleen.Kitzmiller@aphis.usda.gov">Colleen.Kitzmiller@aphis.usda.gov</a>
FL	Michael Shannon, Gainesville	(352) 331-3990	(352) 331-0804	C: (352) 258-8832 C: (352) 258-0011  51 = Nextel Radio #	<a href="mailto:Mike.Shannon@aphis.usda.gov">Mike.Shannon@aphis.usda.gov</a>
GA	Philip Bailey (Acting), Conyers	(770) 922-9894	(770) 992-4079		<a href="mailto:Philip.Bailey@aphis.usda.gov">Philip.Bailey@aphis.usda.gov</a>
IL	Steve Knight, Des Plaines	(847) 299-6939	(847) 299-6046	C: (312) 342-7583	<a href="mailto:Stephen.A.Knight@aphis.usda.gov">Stephen.A.Knight@aphis.usda.gov</a>
IN	Gary Simon, Lafayette	(765) 446-0267	(765) 446-8274		<a href="mailto:Gary.W.Simon@aphis.usda.gov">Gary.W.Simon@aphis.usda.gov</a>
KY	Mike Madryga, Prospect	(502) 228-8224	(502) 228-6306		<a href="mailto:Michael.B.Madryga@aphis.usda.gov">Michael.B.Madryga@aphis.usda.gov</a>
MA	Patricia M. Douglass, Boston	(617) 565-7030	(617) 565-6933	C: (203) 668-9062 Nextel Direct Connect 174*18665*1	<a href="mailto:Patricia.M.Douglass@aphis.usda.gov">Patricia.M.Douglass@aphis.usda.gov</a>
MD	Fred Mann, Annapolis	(410) 224-3452	(410) 224-1142	C: (410) 320-8773 P: (410) 320-8773	<a href="mailto:cfredric.Mann@aphis.usda.gov">cfredric.Mann@aphis.usda.gov</a>
ME	Patsy Hartley, Hermon	(207) 848-5199	(207) 848-2537	C: (207) 841-6263  PC: (207) 356-2304	<a href="mailto:Patsy.Hartley@aphis.usda.gov">Patsy.Hartley@aphis.usda.gov</a>
MI	David McKay, Romulus	(734) 942-9005	(734) 942-7691	C: (313) 218-5603	<a href="mailto:David.R.McKay@aphis.usda.gov">David.R.McKay@aphis.usda.gov</a>

## USDA-APHIS-PPQ STATE PLANT HEALTH DIRECTORS (SPHDs)

ST	SPHD Contact / Location	Phone	FAX	Best Alternate	E-Mail Address
MN	Kevin Connors, St. Paul	(612) 725-1722	(612) 725-1723	C: (612) 759-5005	<a href="mailto:Kevin.J.Connors@aphis.usda.gov">Kevin.J.Connors@aphis.usda.gov</a>
MS	Jeff Head, Starkville	(662) 325-3140	(662) 325-4122		<a href="mailto:Jeffrey.L.Head@aphis.usda.gov">Jeffrey.L.Head@aphis.usda.gov</a>
NC	Deborah Stewart, Raleigh	(919) 855-7606	(919) 835-0317	C: (919) 637-2219	<a href="mailto:Deborah.J.Stewart@aphis.usda.gov">Deborah.J.Stewart@aphis.usda.gov</a>
NH	Mark Michaelis, Berlin, VT	(802) 828-4490	(802) 828-4591		<a href="mailto:Mark.J.Michaelis@aphis.usda.gov">Mark.J.Michaelis@aphis.usda.gov</a>
NJ	Ron Blaskovich, Robbinsville	(609) 259-8649	(609) 259-8651	C: (609) 377-1403	<a href="mailto:Ronald.M.Blaskovich@aphis.usda.gov">Ronald.M.Blaskovich@aphis.usda.gov</a>
NY	Yvonne Demarino, Albany	(518) 869-5540	(518) 869-5136		<a href="mailto:Yvonne.Demarino@aphis.usda.gov">Yvonne.Demarino@aphis.usda.gov</a>
OH	John M. Burch, Pickerington	(614) 834-4625	(614) 834-4637	C: (614) 582-1060	<a href="mailto:John.M.Burch@aphis.usda.gov">John.M.Burch@aphis.usda.gov</a>
PA	Coanne O'Hern, Carlisle	(717) 241-2465	(717) 241-0718	C: (717) 574-9921	<a href="mailto:Coanne.E.O'Hern@aphis.usda.gov">Coanne.E.O'Hern@aphis.usda.gov</a>
PR	Leyinska Wiscovitch, San Juan	(787) 771-3612	(787) 771-3613	C: (787) 553-2046	<a href="mailto:Leyinska.Wiscovitch@usda.gov">Leyinska.Wiscovitch@usda.gov</a>
RI	Patty Douglass, Wallingford, CT	(203) 269-4277, ext. 14	(203) 269-9031	C: (203) 668-9062 Nextel Direct Connect 174*18665*1	<a href="mailto:Patricia.M.Douglass@aphis.usda.gov">Patricia.M.Douglass@aphis.usda.gov</a>
SC	W. Ken Glenn, Columbia	(803) 788-0506	(803) 788-7980	C: (803) 309-0009	<a href="mailto:William.K.Glenn@aphis.usda.gov">William.K.Glenn@aphis.usda.gov</a>
TN	Ralph Cooley, Nashville	(615) 781-5477	(615) 399-3026	C: (615) 566-1200	<a href="mailto:Ralph.R.Cooley@aphis.usda.gov">Ralph.R.Cooley@aphis.usda.gov</a>
VA	Bernetta Barco, Richmond	(804) 771-2042	(804) 771-2477	C: (804) 690-6787	<a href="mailto:Bernetta.G.Barco@aphis.usda.gov">Bernetta.G.Barco@aphis.usda.gov</a>
VT	Mark Michaelis, Berlin	(802) 828-4490	(802) 828-4591		<a href="mailto:Mark.J.Michaelis@aphis.usda.gov">Mark.J.Michaelis@aphis.usda.gov</a>
WI	JoAnn Cruse, Madison	(608) 231-9545 (608) 231-9553	(608) 231-9581	C: (608) 444-6354	<a href="mailto:JoAnn.M.Cruse@aphis.usda.gov">JoAnn.M.Cruse@aphis.usda.gov</a>
WV	Wesley Drosselmeyer (Acting), Ripley	(304) 229-3517	(304) 229-0836		<a href="mailto:wesley.drosselmeyer@aphis.usda.gov">wesley.drosselmeyer@aphis.usda.gov</a>
<b>Western Region</b>					
AK	Ann Ferguson, Wasilla	(907) 357-9542	(907) 357-9548		<a href="mailto:aferguson@usaid.gov">aferguson@usaid.gov</a>

## USDA-APHIS-PPQ STATE PLANT HEALTH DIRECTORS (SPHDs)

ST	SPHD Contact / Location	Phone	FAX	Best Alternate	E-Mail Address
AR	Joel Bard, Little Rock	(501) 324-5258	(501) 324-5230	C: (501) 993-6671	<a href="mailto:Joel.W.Bard@aphis.usda.gov">Joel.W.Bard@aphis.usda.gov</a>
AZ	Jerry Levitt, Phoenix	(602) 431-8930, ext. 202	(602) 438-0877	C: (602) 430-3819  P: 3002E999	<a href="mailto:Jerald.L.Levitt@aphis.usda.gov">Jerald.L.Levitt@aphis.usda.gov</a>
CA	Helene Wright, Sacramento	(916) 930-5500	(916) 930-5518	P: (877) 511-5313	<a href="mailto:Helene.R.Wright@aphis.usda.gov">Helene.R.Wright@aphis.usda.gov</a>
CO	Patrick McPherrren, Aurora	(303) 371-3355	(303) 371-4774	C: (303) 808-4344  P: 2015F426	<a href="mailto:Patrick.W.McPherrren@aphis.usda.gov">Patrick.W.McPherrren@aphis.usda.gov</a>
HI	Vern Harrington, Honolulu	(808) 541-1980	(808) 541-1978	C: (808) 394-5385  P: (808) 341-0659	<a href="mailto:Vernon.Harrington@aphis.usda.gov">Vernon.Harrington@aphis.usda.gov</a>
IA	Rob Meinders, Des Moines	(515) 285-7044	(515) 285-7524	C: (515) 371-1179 5 P: (877) 492-8794	<a href="mailto:Robert.D.Meinders@aphis.usda.gov">Robert.D.Meinders@aphis.usda.gov</a>
ID	David McNeal, Boise	(208) 378-5797	(208) 378-5794	C: (208) 724-2396	<a href="mailto:Dave.McNeal@aphis.usda.gov">Dave.McNeal@aphis.usda.gov</a>
KS	Russell McKinney, Topeka	(785) 270-1381	(785) 235-1464	C: (785) 633-4193	<a href="mailto:Russell.A.McKinney@aphis.usda.gov">Russell.A.McKinney@aphis.usda.gov</a>
LA	William Spitzer, Baton Rouge	(225) 298-5410	(225) 298-5415	P: (877) 451-9851	<a href="mailto:William.E.Spitzer@aphis.usda.gov">William.E.Spitzer@aphis.usda.gov</a>
MO	Dana DeWeese, Jefferson City	(573) 893-6833	(573) 893-6751	C: (573) 216-0660	<a href="mailto:Dana.E.DeWeese@aphis.usda.gov">Dana.E.DeWeese@aphis.usda.gov</a>
MT	Gary Adams, Helena	(406) 449-5210	(406) 449-5212	C: (406) 431-6531	<a href="mailto:Gary.D.Adams@aphis.usda.gov">Gary.D.Adams@aphis.usda.gov</a>
ND	David Hirsch, Bismarck	(701) 250-4473	(701) 250-4640	C: (701) 527-7820	<a href="mailto:David.Hirsch@aphis.usda.gov">David.Hirsch@aphis.usda.gov</a>
NM	Kerry Bryan, Las Cruces	(505) 761-3189	(505) 761-3197	C: (505) 269-3032	<a href="mailto:Kerry.L.Bryan@aphis.usda.gov">Kerry.L.Bryan@aphis.usda.gov</a>

## USDA-APHIS-PPQ STATE PLANT HEALTH DIRECTORS (SPHDs)

ST	SPHD Contact / Location	Phone	FAX	Best Alternate	E-Mail Address
NE	Vicki Wohlers, Lincoln	(402) 434-2346	(402) 434-2330		<a href="mailto:Vicki.B.Wohlers@aphis.usda.gov">Vicki.B.Wohlers@aphis.usda.gov</a>
NV	Robert King, (acting) Utah West Valley	(801) 975-3310	(801) 975-3313	C: (801) 718-2357	<a href="mailto:Robert.E.King@aphis.usda.gov">Robert.E.King@aphis.usda.gov</a>
OK	Blaine Powell, Oklahoma City	(405) 609-8840	(405) 609-8841		<a href="mailto:Blaine.powell@aphis.usda.gov">Blaine.powell@aphis.usda.gov</a>
OR	Mitch Nelson, Portland	(503) 326-2814	(503) 326-2969	C: (503) 720-7610	<a href="mailto:Mitchell.G.Nelson@aphis.usda.gov">Mitchell.G.Nelson@aphis.usda.gov</a>
SD	Bruce Helbig, Pierre	(605) 224-1713	(605) 224-0172	C: (605) 280-3581	<a href="mailto:Bruce.Helbig@aphis.usda.gov">Bruce.Helbig@aphis.usda.gov</a>
TX	Stuart Kuehn, Austin	(512) 916-5241	(512) 916-5243	C: (512) 925-4729	<a href="mailto:Stuart.W.Kuehn@aphis.usda.gov">Stuart.W.Kuehn@aphis.usda.gov</a>
UT	Robert King, West Valley	(801) 975-3310	(801) 975-3313	C: (801) 718-2357	<a href="mailto:Robert.E.King@aphis.usda.gov">Robert.E.King@aphis.usda.gov</a>
WA	Barbara Chambers	(206) 592-9057	(206) 592-9043	P: (888) 935-8516 C: (206) 391-3532	<a href="mailto:Barbara.A.Chambers@aphis.usda.gov">Barbara.A.Chambers@aphis.usda.gov</a>
WY	Bruce Shambaugh, Cheyenne	(307) 432-7979	(307) 432-7970	C: (307) 421-4641 PC: (307) 631-5686	<a href="mailto:Bruce.A.Shambaugh@aphis.usda.gov">Bruce.A.Shambaugh@aphis.usda.gov</a>

C: Cell Phone    H: Home Phone    PC: Personal Cell

Last update: May 30, 2006

**Table 8. STATE PLANT REGULATORY OFFICIALS**

<b>STATE PLANT REGULATORY OFFICIALS (SPROs)</b>					
<b>ST</b>	<b>SPRO Contact / Location</b>	<b>Phone</b>	<b>FAX</b>	<b>Best Alternate</b>	<b>E-Mail Address</b>
Eastern Region					<a href="mailto:tjohnson@agi.state.al.us">tjohnson@agi.state.al.us</a>
AL	Thomas Johnson, Montgomery	(334) 240-7225	(334) 240-7168	C: (334) 850-4940	<a href="mailto:tjohnson@agi.state.al.us">tjohnson@agi.state.al.us</a>
CT	Kirby Stafford III, New Haven	(203) 974-8466	(203) 974-8502		<a href="mailto:kirby.stafford@po.state.ct.us">kirby.stafford@po.state.ct.us</a>
DE	Faith Kuehn, Ph.D Dover	(302) 698-4587	(302) 697-4468	C: (302) 632-0317	<a href="mailto:faith.kuehn@state.de.us">faith.kuehn@state.de.us</a>
FL	Richard D. Gaskalla, Gainesville	(352) 372-3505	(352) 955-2300	C: (352) 258-6891	<a href="mailto:gaskallr@doacs.state.fl.us">gaskallr@doacs.state.fl.us</a>
GA	Mike Evans, Atlanta	(404) 651-9486	(404) 656-3644	C: (404) 535-3058	<a href="mailto:m.evans@agr.state.ga.us">m.evans@agr.state.ga.us</a>
IL	Mark Cinnamon, Des Plaines	(847) 294-4343	(847) 294-4350		<a href="mailto:mark.cinnamon@illinois.gov">mark.cinnamon@illinois.gov</a>
IN	Robert D. Waltz, Indianapolis	(317) 232-4120	(317) 232-2649	C: (317) 402-6423 P: (317) 726-3050 TXT: (317) 726-3050	<a href="mailto:bwaltz@dnr.state.in.us">bwaltz@dnr.state.in.us</a>
KY	John Obrycki, Lexington	(859) 257-5838	(859) 257-3807		<a href="mailto:john.obrycki@uky.edu">john.obrycki@uky.edu</a>
MA	Brad Mitchell, Boston	(617) 626-1771	(617) 626-1850		<a href="mailto:brad.mitchell@state.ma.us">brad.mitchell@state.ma.us</a>
MD	Carol Holko, Annapolis	(410) 841-5920	(410) 841-5835		<a href="mailto:holkoca@mda.state.md.us">holkoca@mda.state.md.us</a>
ME	Ann Gibbs, Augusta	(207) 287-7602	(207) 287-5025		<a href="mailto:ann.gibbs@maine.gov">ann.gibbs@maine.gov</a>
MI	Kenneth J. Rauscher, Lansing	(517) 373-4087	(517) 335-4540	C: (517) 719-1679 P: (517) 232-1769	<a href="mailto:rauscherk@michigan.gov">rauscherk@michigan.gov</a>
MN	Geir Friisoe, St. Paul	(651) 201-6174	(651) 201-6108	C: (612) 849-1146	<a href="mailto:geir.friisoe@state.mn.us">geir.friisoe@state.mn.us</a>
MS	Harry R. Fulton, Mississippi St.	(662) 325-3390	(662) 325-8397	C: (662) 418-5030	<a href="mailto:Harry@mdac.state.ms.us">Harry@mdac.state.ms.us</a>
NC	Stephen Schmidt, Raleigh	(919) 733-6930	(919) 733-1041		<a href="mailto:stephen.schmidt@ncmail.net">stephen.schmidt@ncmail.net</a>
NH	Thomas Durkis, Concord	(603) 271-2561	(603) 271-1109		<a href="mailto:tdurkis@agr.state.nh.us">tdurkis@agr.state.nh.us</a>

## STATE PLANT REGULATORY OFFICIALS (SPROs)

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NY	Robert J. Mungari, Albany	(518) 457-2087	(518) 457-1204		<a href="mailto:bob.mungari@agmkt.state.ny.us">bob.mungari@agmkt.state.ny.us</a>
OH	Thomas Harrison, Reynoldsburg	(614) 728-6400	(614) 728-6453		<a href="mailto:tharrison@odant.agri.state.oh.us">tharrison@odant.agri.state.oh.us</a>
PA	Walt Blosser, Harrisburg	(717) 772-5205	(717) 783-3275		<a href="mailto:wblosser@state.pa.us">wblosser@state.pa.us</a>
PR	Carmen Oliver Canabal, Santurce	(787) 721-2120 Ext. 2098 or 2099	(787) 722-0410	C: 787-392-3295	<a href="mailto:coliver@da.gobierno.pr">coliver@da.gobierno.pr</a>
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SC	Christel Harden, Pendleton	(864) 646-2130	(864) 646-2178		<a href="mailto:charden@clermson.edu">charden@clermson.edu</a>
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VA	Frank Fulgham, Richmond	(804) 786-3515	(804) 371-7793	P: (804) 997-9286	<a href="mailto:frank.fulgham@vdacs.virginia.gov">frank.fulgham@vdacs.virginia.gov</a>
VT	Jon Turmel, Montpelier	(802) 241-3544	(802) 241-3008		<a href="mailto:jon@agr.state.vt.us">jon@agr.state.vt.us</a>
WI	Robert Dahl, Madison	(608) 224-4573	(608) 224-4656		<a href="mailto:Robert.dahl@datcp.state.wi.us">Robert.dahl@datcp.state.wi.us</a>
WV	Gary Gibson, Charleston	(304) 558-2212	(304) 558-2435		<a href="mailto:ggibson@ag.state.wv.us">ggibson@ag.state.wv.us</a>
<b>Western Region</b>					
AK	Doug Warner, Palmer	(907) 745-7200	(907) 745-7112	C: (907) 748-7193	<a href="mailto:douglasw@dnr.state.ak.us">douglasw@dnr.state.ak.us</a>
AR	Terry Walker, Little Rock	(501) 225-1598	(501) 225-3590		<a href="mailto:terry.walker@aspb.ar.gov">terry.walker@aspb.ar.gov</a>
AZ	G. John Caravetta, Phoenix	(602) 542-0996	(602) 542-0999		<a href="mailto:john.caravetta@agric.state.az.us">john.caravetta@agric.state.az.us</a>
CA	John Connell, Sacramento	(916) 654-0317	(916) 654-1018		<a href="mailto:jconnell@cdfa.ca.gov">jconnell@cdfa.ca.gov</a>
CO	Mitchell Yergert, Lakewood	(303) 239-4140	(303) 239-4177	C: (303) 748-0261	<a href="mailto:mitchell.yergert@ag.state.co.us">mitchell.yergert@ag.state.co.us</a>
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## STATE PLANT REGULATORY OFFICIALS (SPROs)

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MO	Michael E. Brown, Jefferson City	(573) 751-5505	(573) 751-0005		<a href="mailto:Michael_Brown@mda.mo.gov">Michael_Brown@mda.mo.gov</a>
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ND	David Nelson, Bismarck	(701) 328-4765	(701) 328-4567	(701) 255-5079	<a href="mailto:danelson@state.nd.us">danelson@state.nd.us</a>
NM	Brad Lewis, Las Cruces	(505) 646-3207	(505) 646-5977		<a href="mailto:blewis@nmda.nmsu.edu">blewis@nmda.nmsu.edu</a>
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NV	John O'Brien, Reno	(775) 688-1182	(775) 688-1178		<a href="mailto:jobrien@govmail.state.nv.us">jobrien@govmail.state.nv.us</a>
OK	Sancho M. Dickinson, Oklahoma City	(405) 521-3864	(405) 522-4584		<a href="mailto:sdickins@oda.state.ok.us">sdickins@oda.state.ok.us</a>
OR	Dan Hilburn, Salem	(503) 986-4663	(503) 986-4786	C: (503) 580-1154	<a href="mailto:dhilburn@oda.state.or.us">dhilburn@oda.state.or.us</a>
SD	Kevin Fridley, Pierre	(605) 773-3796	(605) 773-3481	EM: (605) 773-3231 C: (605) 280-4921	<a href="mailto:kevin.fridley@state.sd.us">kevin.fridley@state.sd.us</a>
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WA	Brad White, Olympia	(360) 902-2071	(360) 902-2094	C: (360) 481-5741	<a href="mailto:bwhite@agr.wa.gov">bwhite@agr.wa.gov</a>
WY	Roy Reichenbach, Cheyenne	(307) 777-6590	(307) 777-6593		<a href="mailto:rreich@state.wy.us">rreich@state.wy.us</a>

C: Cell Phone   EM: Emergency Management Line   H: Home   P: Pager   TXT: Text messaging

Last update: July 25, 2006

**Table 9. USDA-APHIS-PPQ SMUGGLING INTERDICTION & TRADE COMPLIANCE**

<b>USDA-APHIS-PPQ SMUGGLING INTERDICTION &amp; TRADE COMPLIANCE (SITC)</b>						
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Office</b>	<b>Fax</b>	<b>Cell</b>	<b>Email</b>
<b>National</b>						
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<b>Eastern Region</b>						
<b>Eastern Regional Office</b>						
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Camille Morris	Regional Program Manager	Raleigh, NC	(919) 855-7341	(919) 855-7390	(919) 697-9089	<a href="mailto:Camille.E.Morris@aphis.usda.gov">Camille.E.Morris@aphis.usda.gov</a>
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Vionette James	SITC Area Manager	Robbinsville, NJ	(609) 259-8650			<a href="mailto:Vionette.James@aphis.usda.gov">Vionette.James@aphis.usda.gov</a>
<b>Mid-Atlantic</b>						
John Yankosky	SITC Supervisor	Elizabeth, NJ	(973) 622-7880			<a href="mailto:John.E.Yankosky@aphis.usda.gov">John.E.Yankosky@aphis.usda.gov</a>
<b>NY Metro</b>						
Erich Glasgow	SITC Supervisor	Springfield Gardens, NY	(347) 582-1917			<a href="mailto:Erich.L.Glasgow@aphis.usda.gov">Erich.L.Glasgow@aphis.usda.gov</a>
<b>Northeast</b>						
Anthony V. Campo	SITC Supervisor	Albany, NY	(518) 869-5174			<a href="mailto:Anthony.V.Campo@aphis.usda.gov">Anthony.V.Campo@aphis.usda.gov</a>
<b>ER Office Area 2</b>						
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**USDA-APHIS-PPQ SMUGGLING INTERDICTION & TRADE COMPLIANCE (SITC)**

Name	Position	Location	Office	Fax	Cell	Email
<b>SE Central</b>						
Vacant	SITC Supervisor					
<b>ER Office Area 3</b>						
Vacant-TBD	SPHD					
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<b>Great Lakes</b>						
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<b>ER Office Area 4</b>						
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<b>North and Central Florida</b>						
Dean Delgado	SITC Supervisor	Orlando, FL	(407) 658-7841			<a href="mailto:Dean.D.Delgado@aphis.usda.gov">Dean.D.Delgado@aphis.usda.gov</a>
<b>Southern Florida</b>						
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<b>Work Unit 8 - Puerto Rico &amp; U.S. Virgin Islands</b>						
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<b>Western Region</b>						
Clifford Smith	Senior Regional Program Manager	Ft. Collins, CO	(970) 494-7568	(970) 494-7501	(970) 214-7155	<a href="mailto:clifford.f.smith@aphis.usda.gov">clifford.f.smith@aphis.usda.gov</a>
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<b>WR Office Area 1</b>						

**USDA-APHIS-PPQ SMUGGLING INTERDICTION & TRADE COMPLIANCE (SITC)**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Office</b>	<b>Fax</b>	<b>Cell</b>	<b>Email</b>
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Nathaniel Baker	Supervisor		(713) 393-1009	(713) 393-1029	(832) 372-4720	<a href="mailto:nathaniel.t.baker@aphis.usda.gov">nathaniel.t.baker@aphis.usda.gov</a>
<b>WR Office Area 3</b>						
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John Goode	Investigative Analyst		(323) 726-4680	(323) 726-4651	(323) 855-4261	<a href="mailto:john.s.goode@aphis.usda.gov">john.s.goode@aphis.usda.gov</a>
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Rey Mosqueda	Supervisor		(619) 661-4507	(619) 661-4516	(858) 518-9822	<a href="mailto:rey.l.mosqueda@aphis.usda.gov">rey.l.mosqueda@aphis.usda.gov</a>
John Nelson	Supervisor		(650) 821-8664	(650) 821-8616	(650) 333-6715	<a href="mailto:john.r.nelson@aphis.usda.gov">john.r.nelson@aphis.usda.gov</a>
<b>WR Office Area 4</b>						
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Last update: ER July 5, 2006; WR June 30, 2006

# Emergency Assessment Form

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*The purpose of the Emergency Assessment Form is to assess the impact of the incident on the mission and operations within PPQ. The assessment form and questions are used as guidelines that can be used at the beginning and sometimes during the incident. It provides information about the event and the impact on federal facilities and employees, as well as the impact on the local infrastructure, business, and commerce.*

**This information would be gathered by the Supervisor at the work location where the emergency occurred. This information would be kept at the work site to help manage future emergencies, and to provide information to your Chain of Command.**

***Please check all that apply for emergency at your work location:***

## **What is the type of emergency?**

- Life-Threatening
- Non-life Threatening
  - Evacuation necessary
  - Evacuation unnecessary
- Animal Health
- Plant Health
- Physical (Hazard) Emergency
- Natural Disaster Emergency
- Technological Emergency
- Security Emergency

## **Scope of Emergency**

- Evolving Incident (imminent threat of an emergency)
- Local Emergency

- Regional Emergency
- Incident of National Significance

**Impact to Federal Facilities**

*Impacted Facility Location*

- PPQ Work Units/ Field Offices/ Facilities (enter facility name, locality and state) \_\_\_\_\_
- PPQ Western Regional Office - Ft. Collins, Colorado
- PPQ Eastern Regional Office - Raleigh, North Carolina
- APHIS Riverdale Complex - Riverdale, Maryland
- USDA Headquarters - Washington, DC

**Risk to the Health and Safety of Employees**

- PPQ Field Personnel at Risk: (enter locality & state)  
\_\_\_\_\_
- PPQ Western Regional Office Personnel at Risk - Ft. Collins, Colorado
- PPQ Eastern Regional Office Personnel at Risk- Raleigh, North Carolina
- APHIS Headquarters Personnel at Risk; Riverdale
- USDA Headquarters Personnel at Risk; Washington, D.C.

**Threat/Impact on Agency and Operations**

- Is this emergency a threat to national security?
- Is this emergency likely to result in foreign pest or disease outbreak?
- Is this emergency likely to result in negative political perception?
- Are PPQ activities are fully operational?

### **Adequacy of Resources for Emergency Response**

- PPQ has adequate resources for emergency response
  - Enough personnel to continue operations?
  - Emergency supplies adequate?
  - Shelter-In-Place available?
  
- PPQ needs additional Agency resources for emergency response (please list): \_\_\_\_\_

### **Communication Linkages**

- Were you able to alert 911?
  
- Did you notify your Chain of Command (COC)?
  
- If needed:*
  
- Did you notify co-located agencies?
  
- Were you able to contact security, police fire department, CDC, poison control center, or others?
  
- Were needs met for employees with special needs?
  
- Was there roll call at your muster point in order to verify personnel?
  
- Were you able to confer with an LPA representative to ensure that the appropriate stakeholders have been or will be informed of the emergency (Congressional, state, industry, media/public)?
  
- Were your program's key stakeholders and identify any that should potentially be informed, in addition to those already alerted by LPA?
  
- Were you able to establish essential IT/communications capabilities? (land line phones, cell phones, Blackberry units, computers)
  
- Was there a clear chain of command between first responders at the incident, regional offices and headquarters?